AGENDA
EAST JORDAN CITY COMMISSION
Commission Chambers
5:30 PM, Tuesday, December 1, 2026
Web: *www.eastjordancity.org*

Welcome to the Business Meeting of the City of East Jordan. Visitors are welcome and encouraged to address any and all items listed on this agenda. The only time a visitor must wait to voice concerns is if the agenda does not specifically designate a time when that particular subject will be addressed; in that case, you may address the Commission just before the Consent Agenda. ***The Mayor (or presiding Commission member) must recognize anyone wishing to address the City Commission prior to speaking.*** *If you have any items you wish to address with the Commission that involve the day-to-day operations of the City or its Departments, etc., please address those concerns first with the City Administrator.*

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

2. ROLL CALL AND QUORUM ESTABLISHMENT

3. APPROVAL OF TONIGHT'S MEETING AGENDA

4. CONFLICTS OF INTEREST

5. PUBLIC COMMENT-*3 minutes per speaker to address City Commission on items on the agenda*

- ***The public comment period provides an opportunity for members of the public to address the Commission topics which are listed on the agenda. Each speaker is requested to state their name and keep comments concise, within a three-minute time limit. Comments should be directed to the Commission as a whole. The Commission will listen to all comments but may not respond directly during the meeting or immediately address topics.***

6. PUBLIC CORRESPONDENCE

- ***The Public Correspondence section acknowledges and records any communications received from the public since the previous meeting that the City Administrator has reviewed and identified as requiring the Commission's input or awareness. These items may not be acted upon at the meeting in which they are presented and may be tabled for discussion or action at a future meeting.***

7. CONSENT AGENDA

- ***The consent agenda includes routine, procedural, informational, and non-controversial items that can be approved collectively. Commissioners may request to remove any item from the consent agenda for individual consideration. Items remaining on the consent agenda will be approved with a single motion.***

A City Commission Meeting Minutes dated November 17, 2026
11-17-26 Draft.docx

B Acknowledge Receipt of the Paid Bills List dated November 16, 2026 totaling $820.96
Accounts Payable 11-16-26.pdf

C Acknowledge Receipt of the Paid Bills List dated November 25, 2026 totaling $203,714.43
Accounts Payable 11-25-26.pdf

D Acknowledge Receipt of the following Boards and Commission Meeting Minutes:

- Jordan Valley EMS Authority-October 21, 2026
- Jordan Valley EMS Authority Special Meeting-October 29, 2026
- Jordan Valley EMS Authority Special Meeting-November 5, 2026
- City Commission Closed Session Minutes-November 17, 2027

October 21 2026 Minutes Final_0001.pdf
October-29-2026-Board-Meeting-Minutes-Final_0001.pdf
November 5 2026 Board Meeting Minutes Final_0001.pdf

UNFINISHED BUSINESS

8 Planned Unit Development (PUD) Review for 340 South Lake Street from Artemis Development LLC-*No Discussion*
1601 M-66 EAST JORDAN PUD - REDUCED.pdf
Artemis Dev Site Plan.pdf
Draft Architectural Floor Plans.pdf

NEW BUSINESS

9 Lion's Firewood Sales Proposal for 2027
Lions Firewood Proposal.pdf

10 Resolution 118-2026: Resolution of Compliance with Public Act 152 or 2011
118-2026 PA 125.docx

11 2025/2026 Fiscal Year Audit Presentation

12. ANNOUNCEMENTS & REPORTS

- **EMS AUTHORITY BOARD UPDATE**

13. CITY ADMINISTRATOR'S REPORT

City Administrator's Report
Christmas City Hall.pdf
Administrator's Report 12-1.pdf

14. MAYOR'S REPORT/DDA UPDATE

15. PUBLIC COMMENT- ***3 minutes per speaker to address the City Commission***

- ***The public comment period provides an opportunity for members of the public to address the Commission unrelated to the agenda. Each speaker is requested to state their name and keep comments concise, within a three-minute time limit. Comments should be directed to the Commission as a whole. The Commission will listen to all comments but may not respond directly during the meeting or immediately address topics.***

16. GOOD OF THE ORDER

17. ADJOURNMENT

Persons with disabilities who need an accommodation to fully participate in these meetings should contact the City Clerk's Office at 231-536-3381 or by email at info@eastjordancity.org. A 24-hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodation requests.

CITY OF EAST JORDAN
CITY COMMISSION
MEETING MINUTES
Tuesday November 17, 2026
5:30 PM

Present: Mayor Melyssa Lindenthal, Daniel Miller, Scott Gillespie, Margaret Manor, Joseph Kroll

Absent: Amy Sherman, Mark Penzien

Others: City Administrator Cannon
City Clerk Wilson
City Treasurer Jackson

Guests: 6

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Melyssa Lindenthal called the meeting to order at 5:30 p.m. and led the Pledge of Allegiance.

2. ROLL CALL AND QUORUM ESTABLISHMENT

City Clerk Wilson took roll call at this time to determine attendance and establish quorum.

Mayor: Melyssa Lindenthal

Commissioners Present: Margaret Manor, Scott Gillespie, Daniel Miller, and Joseph Kroll
Commissioners Absent: Amy Sherman and Mark Penzien

3. APPROVAL OF TONIGHT'S MEETING AGENDA

Moved by Daniel Miller; seconded by Margaret Manor to Approve the meeting agenda for Tuesday, November 17, 2026 as presented.

Motion Passed: 5 – 0

Voting For: Daniel Miller, Melyssa Lindenthal, Scott Gillespie, Margaret Manor, Joseph Kroll
Voting Against: None
Absent: Amy Sherman and Mark Penzien

4. CONFLICTS OF INTEREST

No conflicts of interest were voiced at this time.

5. PUBLIC COMMENT-*3 minutes per speaker to address City Commission on items on the agenda*

No public comments were voiced at this time.

6. PUBLIC CORRESPONDENCE

No public correspondence was presented to Commission during this item.

7. CONSENT AGENDA

Moved by Daniel Miller; seconded by Melyssa Lindenthal to Approve or acknowledge receipt of the Consent Agenda as presented:

A City Commission Meeting Minutes dated November 3, 2026

B Acknowledge Receipt of the Paid Bills List dated November 13, 2026 totaling $ 150,925.60

C Acknowledge Receipt of the Zoning Activity Report for October 2026

D Acknowledge Receipt of the following Boards and Commission Meeting Minutes:
- Jordan Valley EMS Authority Special Meeting-October 5, 2026
- City Commission Closed Session Minutes-November 3, 2026
- City Commission Organizational Meeting-November 9, 2026

E Acknowledge Receipt of the following Monthly Public Safety Reports:
- Fire-October 2026

Motion Passed: 5 – 0

Voting For: Daniel Miller, Melyssa Lindenthal, Scott Gillespie, Margaret Manor, Joseph Kroll
Voting Against: None
Absent: Amy Sherman and Mark Penzien

UNFINISHED BUSINESS

8 Planned Unit Development (PUD) Review for 340 South Lake Street from Artemis Development LLC-*No Discussion*

NEW BUSINESS

9 Approve to cancel December 1, 2026 Commission Meeting due to lack of agenda items

Mayor Melyssa Lindenthal indicated Commission needs to hold this meeting as we have items which need to be addressed at this meeting.

Consensus of the Commission was to keep the December 1, 2026 Commission meeting as scheduled.

10 Christmas on Third Street Event Packet

Moved by Scott Gillespie; seconded by Joseph Kroll to Approve the Christmas on Third Street event packet as presented.

Motion Passed: 5 – 0

Voting For: Daniel Miller, Melyssa Lindenthal, Scott Gillespie, Margaret Manor, Joseph Kroll
Voting Against: None
Absent: Amy Sherman and Mark Penzien

DRAFT

11 Resignation Acceptance of Mark Penzien from City Commission and Authorize the City Clerk to post the vacancy *(applications will be due to City Clerk by December 10, 2026 at 12:00 p.m.)*

Moved by Margaret Manor; seconded by Daniel Miller to accept the resignation of Mark Penzien from the City Commission and authorize the City Clerk to post the vacancy with applications due back by December 10, 2026 at noon.

Motion Passed: 5 – 0

Voting For: Daniel Miller, Melyssa Lindenthal, Scott Gillespie, Margaret Manor, Joseph Kroll
Voting Against: None
Absent: Amy Sherman and Mark Penzien

Commissioner Joe Kroll stated he appreciated all Mark did for the city over the years as well as all of the support he has for EMS, he put his heart and soul into everything he did.

Commissioner Daniel Miller agreed with Commission Kroll and added everything Mark did was never for personal gain or profit, it was strictly because he was a visionary for the city and he will be sorely missed.

12 Bendzinski & Co Marina Project Borrowing Scenarios

Moved by Margaret Manor; seconded by Joseph Kroll to approve the selection of a 20-year loan with structured annual payments for the Marina Project.

Motion Passed: 5 – 0

Voting For: Daniel Miller, Melyssa Lindenthal, Scott Gillespie, Margaret Manor, Joseph Kroll
Voting Against: None
Absent: Amy Sherman and Mark Penzien

13 Review applications and make appointment of City Representative to the EMS Board *(term to expire 11/2027)*

Moved by Scott Gillespie; seconded by Margaret Manor to appoint Joe Kroll to the EMS Vacancy as the city representative with an alternate representative to be Mayor or Deputy Mayor in the case of any absence or conflict for the appointed board member.

Motion Passed: 5 – 0

Voting For: Daniel Miller, Melyssa Lindenthal, Scott Gillespie, Margaret Manor, Joseph Kroll
Voting Against: None
Absent: Amy Sherman and Mark Penzien

14. ANNOUNCEMENTS & REPORTS

- **EMS AUTHORITY BOARD UPDATE**

Commissioner Joe Kroll thanked the Commission for the vote and stated he will be honest with the board and keep the board informed.

Kroll updated the Commission on the last EMS meeting where the board voted to allow the office manager to purchase a voice recorder for minute taking.

Kroll also stated they got an update on the status of the echo unit and we are still waiting on a few things which were unaccounted to get it prepared for state inspection and it is also a topic on their agenda tomorrow.

Kroll updated on the 2 applicants which were interviewed for interim director and expressed he was on the fence with both as one has zero EMS experience and the other is a current paramedic but only one of the three paramedics EMS has on staff at this time but this will also be discussed tomorrow at the meeting.

Lastly, Kroll stated the Wilson Township member resigned from the EMS Board last week also and he has reached out to Wilson Township with no response.

15. CITY ADMINISTRATOR'S REPORT

Administrator's Report
11-17-26

1. Community Park Ballfields

As part of grant earlier this year with the County Parks Millage, the Parks Department will be completing restoration of all 4 infields this week. The new surfacing will be a great addition to next summer's programs.

2. City Hall Holiday Closure

City Hall will be closed 11/26 & 11/27 in observance of the Thanksgiving holiday.

Administrator Cannon gave a brief dredging update and stated they have nearly completed with the dredging part of the project.

Cannon added a lot of the items being done now is due to the weather and is thankful for the extended warm weather allow more to be done on the project at this time rather than waiting until spring.

Cannon stated the Leaf and Brush pick up will continue until the snow files but leaves need to be in a large pile now a windrow.

Cannon also gave an update on the Commission's request on looking into streaming the meetings and we are working on obtaining a quote from Black Rock as well as have contacted our Attorney on the legalities and we will have some decisions to be made by Commission at some point.

Cannon stated staff will bring information and proposal to Commission once everything has been obtained as if we are looking to do this, we would like to see it done professionally.

16. MAYOR'S REPORT/DDA UPDATE

Mayor Melyssa Lindenthal stated the Middle/High School drama of Matilda was awesome and they will be working on a competition for this winter and then will have another showing this spring for the public.

Lindenthal also reminded Commissioners to turn in Administrator evaluations by the end of the week.

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17. PUBLIC COMMENT- *3 minutes per speaker to address the City Commission*

Speaker #1: Scott Beloskur

Scott Beloskur, owner of Graze Market located at the old chiropractor's office which will be a Food Truck and Market.

Beloskur stated he had a few issues to talk to the Commission about being the pump/lift station on the city property which he has talked to Administrator Cannon about.

Beloskur also stated the smell which comes from the wet well and the sound coming from the siren and generators.

Beloskur stated he has done some research after discussion with the Administrator and received a response of people don't notice it but felt it is more specific to his property which is incurring the smell.

Beloskur also addressed the noise of the siren and felt he understood there was a survey done by the community in which they wanted to keep the siren but felt it should be revisited due to the loudness and issues which could arise from being that close to the siren.

18. GOOD OF THE ORDER

Commissioner Margaret Manor reminded the Commission that Thursday is Ladies Night from 4-8 p.m. and added most of the businesses are doing specials and it's a way to get people in the doors of the businesses.

Manor inquired on any update regarding the Civic Center.

Administrator Cannon stated he received the work plan from EGLE which was reviewed and they gave 3 items to be adjusted.

Cannon added once the final approval is done by EGLE we will be able to bid for demolition and clean up.

Manor also inquired about how we are doing on the vacant building ordinance and the empty store fines.

Cannon stated Clerk Wilson and I have been working on letters in which a few have complied and he has been in discussion with a 3rd party to be our inspector and they indicated they would send me an agreement for his services.

Commissioner Scott Gillspie thanked the guests for attending and wanted to recognize two Depot teens in the audience and recognized their service to The Depot.

Commissioner Daniel Miller also thanked Mr. Beloskur for all of the improvements on his property and bringing concerns to Commission.

Miller also added he loves seeing students attend the meetings and getting to know how government works.

DRAFT

Miller stated the fall clean up seems to be going ok from what he can tell.

Moved by Daniel Miller; seconded by Scott Gillespie to enter into closed session 6:21 p.m.

Motion Passed: 5 – 0

Voting For: Daniel Miller, Melyssa Lindenthal, Scott Gillespie, Margaret Manor, Joseph Kroll
Voting Against: None

19. Closed Session to discuss DPW Union Contract Negotiations which is exempt from disclosure under a statute under MCL 15-268 (c) exempt from disclosure under the Freedom of Information Act to MCL 15-268 (d).

City Commission entered into closed session at 6:21 p.m. to discuss DPW Union Contract Negotiations.

City Commission entered back into regular session at 6:33 p.m. with no action taken during closed session.

20. ADJOURNMENT

Mayor Melyssa Lindenthal adjourned the meeting at 6:33 p.m.

Respectfully Submitted,

_____	_____
Melyssa Lindenthal	Cheltzi M. Wilson, MMC/MiPMC
Mayor	City Clerk

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INVOICE DISTRIBUTION REPORT FOR CITY OF EAST JORDAN

POST DATES 11/16/2026 - 11/16/2026
POSTED
PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 101 GENERAL FUND					
Department: 253 TREASURER-DEPT.					
101-253-818.000	CONTRACTUAL SERVICES	KCI	POSTAGE 1,322 WINTER TAX BILLS	820.96	67074
			Total Department 253 TREASURER-DEPT.	820.96	
			Total Fund 101 GENERAL FUND	820.96	

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY GL DISTRIBUTION ---					
		101-253-818.000	CONTRACTUAL SERVICES	820.96	
--- TOTALS BY FUND ---					
		101	GENERAL FUND	820.96	

INVOICE DISTRIBUTION REPORT FOR CITY OF EAST JORDAN

POST DATES 11/25/2026 - 11/25/2026
POSTED
PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 101 GENERAL FUND					
Department: 000					
101-000-020.000	RECEIVABLE-TAXES	CHARLEVOIX COUNTY TREASURE	70 TRAILERS	175.00	67082
101-000-238.000	CHILD SUPPORT	MICHIGAN STATE DISBURSEMEN	913632288 ADAM GREENMAN	130.34	67097
101-000-679.000	EMPLOYEE REIMBURSEMENT	CHARLEVOIX STATE BANK	BILLING CYCLE 11/8/2026	38.43	67083
			Total Department 000	343.77	
Department: 101 GOVERNING BODY/COMMISSION-DEPT					
101-101-804.000	CHAMBER OF COMMERCE DUES	EAST JORDAN AREA CHAMBER O	2027 CHAMBER DUES	4,600.00	67087
			Total Department 101 GOVERNING BODY/COMMISSION-DEPT	4,600.00	
Department: 172 ADMINISTRATOR-DEPT.					
101-172-850.300	CELL TELEPHONE	VERIZON WIRELESS	9/24/2026 - 10/23/2026	41.35	67110
101-172-977.100	EQUIPMENT-COMPUTER & SOFTW	CHARLEVOIX STATE BANK	BILLING CYCLE 11/8/2026	19.99	67083
			Total Department 172 ADMINISTRATOR-DEPT.	61.34	
Department: 215 CLERK-DEPT.					
101-215-726.000	SUPPLIES	CHARLEVOIX STATE BANK	BILLING CYCLE 11/8/2026	48.95	67083
			Total Department 215 CLERK-DEPT.	48.95	
Department: 265 BUILDING AND GROUNDS-DEPT.					
101-265-726.000	SUPPLIES	AMAZON CAPITAL SERVICES	SMART WI-FI THERMOSTAT	61.95	67077
101-265-818.130	CONTRACTUAL SER/SOLID WAST	GFL ENVIRONMENTAL	DPW/CITY HALL - OCTOBER 2026	76.50	67090
101-265-850.000	TELEPHONE	CHARLEVOIX STATE BANK	BILLING CYCLE 11/08/2026	172.57	67083
101-265-923.000	FUEL-BUILDINGS	DTE ENERGY	OCTOBER 2026	316.51	67086
101-265-931.000	MAINTENANCE & REPAIR-BUILD	MATT'S MECHANICAL CONTRACT	SERVICE CITY HALL BOILER	175.00	67094
101-265-943.000	EQUIPMENT RENTAL	CITY OF E.J. EQPT. RENTAL	EQ RENTAL	14.19	67085
			Total Department 265 BUILDING AND GROUNDS-DEPT.	816.72	
Department: 276 CEMETERY-DEPT.					
101-276-943.000	EQUIPMENT RENTAL	CITY OF E.J. EQPT. RENTAL	EQ RENTAL	208.12	67085
			Total Department 276 CEMETERY-DEPT.	208.12	
Department: 301 POLICE DEPARTMENT					
101-301-850.000	TELEPHONE	CHARLEVOIX STATE BANK	BILLING CYCLE 11/08/2026	143.34	67083
101-301-850.300	CELL TELEPHONE	VERIZON WIRELESS	9/24/2026 - 10/23/2026	38.33	67110
101-301-923.000	FUEL-BUILDINGS	DTE ENERGY	OCTOBER 2026	123.22	67086
101-301-943.000	EQUIPMENT RENTAL	CITY OF E.J. EQPT. RENTAL	EQ RENTAL	23.02	67085
101-301-959.000	PHYSICALS	EAST JORDAN FAMILY HEALTH	PRE-EMPLOYMENT	101.00	67088
101-301-977.100	EQUIPMENT-COMPUTER & SOFTW	BLACK ROCK TECHNOLOGIES	3 COMPUTERS	1,300.00	67080
			Total Department 301 POLICE DEPARTMENT	1,728.91	
Department: 336 FIRE DEPARTMENT					
101-336-726.200	MEMBERSHIP FEES	MICHIGAN STATE FIREMEN'S		100.00	67098
101-336-818.012	CONTRACTURAL SERVICES/CLEA	MICHELLE ELLISON	10/21, 10/28, 11/2, 11/9	120.00	67096
101-336-850.000	TELEPHONE	CHARLEVOIX STATE BANK	BILLING CYCLE 11/08/2026	48.51	67083
101-336-850.200	INTERNET SERVICES	CHARTER COMMUNICATIONS	FIRE/EMS 11/16/2026 - 12/15/2026	65.00	67084
101-336-850.200	INTERNET SERVICES	VERIZON WIRELESS	9/24/2026 - 10/23/2026	47.17	67110
101-336-850.300	CELL TELEPHONE	VERIZON WIRELESS	9/24/2026 - 10/23/2026	41.35	67110
101-336-880.100	FIRE PREVENTION-SUPPLIES	CHARLEVOIX STATE BANK	BILLING CYCLE 11/8/2026	112.95	67083
101-336-880.100	FIRE PREVENTION-SUPPLIES	CHARLEVOIX STATE BANK	BILLING CYCLE 11/8/2026	211.47	67083
101-336-923.000	FUEL-BUILDINGS	DTE ENERGY	OCTOBER 2026	94.33	67086
101-336-931.000	MAINTENANCE & REPAIR-BUILD	TRUE PEST CONTROL INC	EXTERIOR/INTERIOR TREATMENT	75.00	67108
101-336-943.000	EQUIPMENT RENTAL	CITY OF E.J. EQPT. RENTAL	EQ RENTAL	46.03	67085

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 101 GENERAL FUND					
Department: 336 FIRE DEPARTMENT					
			Total Department 336 FIRE DEPARTMENT	961.81	
Department: 441 DEPARTMENT OF PUBLIC WORKS-DEP					
101-441-850.300	CELL TELEPHONE	VERIZON WIRELESS	9/24/2026 - 10/23/2026	38.33	67110
101-441-943.000	EQUIPMENT RENTAL	CITY OF E.J. EQPT. RENTAL	EQ RENTAL	9,010.89	67085
			Total Department 441 DEPARTMENT OF PUBLIC WORKS-DEP	9,049.22	
Department: 751 RECREATION/PARKS DEPARTMENT					
101-751-726.000	SUPPLIES	CHARLEVOIX STATE BANK	BILLING CYCLE 11/08/2026	244.18	67083
101-751-850.000	TELEPHONE	VERIZON WIRELESS	9/24/2026 - 10/23/2026	19.16	67110
101-751-977.100	EQUIPMENT-COMPUTER & SOFTW	BLACK ROCK TECHNOLOGIES	3 COMPUTERS	1,300.00	67080
			Total Department 751 RECREATION/PARKS DEPARTMENT	1,563.34	
Department: 752 COMMUNITY & SKATE PARK					
101-752-920.000	ELECTRIC SERVICE	GREAT LAKES ENERGY	10/18/2026 - 11/18/2026	73.60	67092
101-752-931.900	MAINTENANCE & REPAIR-GROUN	AAA SERVICES PLUS	AVANT COMPACT ARTICULATING LOADER	375.00	67076
101-752-931.900	MAINTENANCE & REPAIR-GROUN	ELMER'S CRANE AND DOZER, I	COMMUNITY PARK	4,865.40	67089
101-752-931.900	MAINTENANCE & REPAIR-GROUN	ELMER'S CRANE AND DOZER, I	COMMUNITY PARK	4,556.24	67089
101-752-931.900	MAINTENANCE & REPAIR-GROUN	ELMER'S CRANE AND DOZER, I	COMMUNITY PARK	6,933.14	67089
101-752-943.000	EQUIPMENT RENTAL	CITY OF E.J. EQPT. RENTAL	EQ RENTAL	262.71	67085
			Total Department 752 COMMUNITY & SKATE PARK	17,066.09	
Department: 757 ELM POINTE RECREATION FACILITY					
101-757-818.130	CONTRACTUAL SER/SOLID WAST	GFL ENVIRONMENTAL	ELM POINTE - OCTOBER 2026	151.65	67090
			Total Department 757 ELM POINTE RECREATION FACILITY	151.65	
Department: 997 EMERGENCY MEDICAL FACILITY					
101-997-850.200	INTERNET SERVICES	CHARTER COMMUNICATIONS	FIRE/EMS 11/16/2026 - 12/15/2026	65.00	67084
101-997-923.000	FUEL-BUILDINGS	DTE ENERGY	OCTOBER 2026	94.34	67086
101-997-931.000	MAINTENANCE & REPAIR-BUILD	TRUE PEST CONTROL INC	EXTERIOR/INTERIOR TREATMENT	75.00	67108
			Total Department 997 EMERGENCY MEDICAL FACILITY	234.34	
			Total Fund 101 GENERAL FUND	36,834.26	
Fund: 202 MAJOR STREETS					
Department: 463 STREET MAINTENANCE-DEPT.					
202-463-821.000	ENGINEERING	STATE OF MICHIGAN	FINAL ACCOUNTING - SUNSET STREET	367.04	67106
202-463-881.000	ADVERTISING	STATE OF MICHIGAN	FINAL ACCOUNTING - SUNSET STREET	9.36	67106
202-463-931.100	MAINTENANCE & REPAIR-GENER	RIETH-RILEY CONSTRUCTION C	COLD MIX	2,500.00	67103
202-463-943.000	EQUIPMENT RENTAL	CITY OF E.J. EQPT. RENTAL	EQ RENTAL	872.70	67085
			Total Department 463 STREET MAINTENANCE-DEPT.	3,749.10	
Department: 465 STREET/TREE/TRIMMING/PLANTING					
202-465-943.000	EQUIPMENT RENTAL	CITY OF E.J. EQPT. RENTAL	EQ RENTAL	22.70	67085
			Total Department 465 STREET/TREE/TRIMMING/PLANTING	22.70	
Department: 474 STREET SIGN MAINTENANCE-DEPT.					
202-474-943.000	EQUIPMENT RENTAL	CITY OF E.J. EQPT. RENTAL	EQ RENTAL	13.84	67085
			Total Department 474 STREET SIGN MAINTENANCE-DEPT.	13.84	
Department: 478 STREET SNOW REMOVAL-DEPT.					
202-478-943.000	EQUIPMENT RENTAL	CITY OF E.J. EQPT. RENTAL	EQ RENTAL	41.52	67085

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 202 MAJOR STREETS					
Department: 478 STREET SNOW REMOVAL-DEPT.					
			Total Department 478 STREET SNOW REMOVAL-DEPT.	41.52	
			Total Fund 202 MAJOR STREETS	3,827.16	
Fund: 203 LOCAL STREETS					
Department: 463 STREET MAINTENANCE-DEPT.					
203-463-821.203	ENGINEERING-LOCAL STREETS	PERFORMANCE ENGINEERS, INC	JORDAN ST PAVING	809.76	67102
203-463-931.100	MAINTENANCE & REPAIR-GENER	RIETH-RILEY CONSTRUCTION C	COLD MIX	1,407.55	67103
203-463-943.000	EQUIPMENT RENTAL	CITY OF E.J. EQPT. RENTAL	EQ RENTAL	84.54	67085
			Total Department 463 STREET MAINTENANCE-DEPT.	2,301.85	
Department: 464 STREET STORM DRAIN MAINTENANCE					
203-464-943.000	EQUIPMENT RENTAL	CITY OF E.J. EQPT. RENTAL	EQ RENTAL	13.84	67085
			Total Department 464 STREET STORM DRAIN MAINTENANCE	13.84	
Department: 465 STREET/TREE/TRIMMING/PLANTING					
203-465-943.000	EQUIPMENT RENTAL	CITY OF E.J. EQPT. RENTAL	EQ RENTAL	22.70	67085
			Total Department 465 STREET/TREE/TRIMMING/PLANTING	22.70	
Department: 478 STREET SNOW REMOVAL-DEPT.					
203-478-943.000	EQUIPMENT RENTAL	CITY OF E.J. EQPT. RENTAL	EQ RENTAL	27.68	67085
			Total Department 478 STREET SNOW REMOVAL-DEPT.	27.68	
			Total Fund 203 LOCAL STREETS	2,366.07	
Fund: 247 TIFA FUND					
Department: 000					
247-000-804.000	CHAMBER OF COMMERCE DUES	EAST JORDAN AREA CHAMBER O	2027 CHAMBER DUES	1,385.00	67087
247-000-818.000	CONTRACTUAL SERVICES	RYAN'S LANDSCAPING INC	FALL TRIM OF CITY BEDS	1,295.00	67104
247-000-818.130	CONTRACTUAL SER/SOLID WAST	GFL ENVIRONMENTAL	TRANS 10/1/26 - 10/31/2026	132.50	67090
			Total Department 000	2,812.50	
			Total Fund 247 TIFA FUND	2,812.50	
Fund: 509 E.J. HARBOR MARINA					
Department: 000					
509-000-818.130	CONTRACTUAL SER/SOLID WAST	GFL ENVIRONMENTAL	HARBOR - OCTOBER 2026	190.92	67090
509-000-821.000	ENGINEERING	GOSLING CZUBAK	MARINA FINAL ENINEERING, BIDDING, CON	2,700.00	67091
509-000-850.000	TELEPHONE	VERIZON WIRELESS	9/24/2026 - 10/23/2026	38.33	67110
509-000-850.000	TELEPHONE	CHARLEVOIX STATE BANK	BILLING CYCLE 11/08/2026	21.61	67083
			Total Department 000	2,950.86	
			Total Fund 509 E.J. HARBOR MARINA	2,950.86	
Fund: 545 TOURIST PARK					
Department: 000					
545-000-726.120	LICENSE FEES	HEALTH DEPT OF NW MI	TOURIST PARK ANNUAL PERMIT FEE	200.00	67093
545-000-803.000	CDL/CONSORTIUM/PHYSICALS	EAST JORDAN FAMILY HEALTH	PRE-EMPLOYMENT	101.00	67088
545-000-803.000	CDL/CONSORTIUM/PHYSICALS	EAST JORDAN FAMILY HEALTH	PRE-EMPLOYMENT	101.00	67088
545-000-850.000	TELEPHONE	CHARLEVOIX STATE BANK	BILLING CYCLE 11/08/2026	40.50	67083
545-000-850.300	CELL TELEPHONE	VERIZON WIRELESS	9/24/2026 - 10/23/2026	19.17	67110
545-000-923.000	FUEL-BUILDINGS	DTE ENERGY	OCTOBER 2026	117.74	67086
545-000-977.100	EQUIPMENT-COMPUTER & SOFTW	CHARLEVOIX STATE BANK	BILLING CYCLE 11/08/2026	118.00	67083

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 545 TOURIST PARK					
Department: 000					
			Total Department 000	697.41	
			Total Fund 545 TOURIST PARK	697.41	
Fund: 590 SEWER FUND					
Department: 000					
590-000-726.000	SUPPLIES	PECK, LOUIE	SHEER PIN FOR WATER TREATMENT PLANT	225.00	67101
590-000-726.000	SUPPLIES	NCL OF WISCONSIN INC	SUPPLIES	910.13	67099
590-000-726.000	SUPPLIES	NCL OF WISCONSIN INC	SUPPLIES	848.20	67099
590-000-726.300	LAB INSTRUMENTS	NCL OF WISCONSIN INC	PHOSPHORUS TEST NTUBE	219.80	67099
590-000-728.000	POSTAGE	US POSTAL SERVICE		254.80	67109
590-000-818.100	CONTRACTUAL-TESTING & ANAL	A&L GREAT LAKES LABORATORI	5 SAMPLES @ $21.35 EACH	106.75	67075
590-000-821.000	ENGINEERING	GOSLING CZUBAK	PROJECT 260343 THROUGH 10/25/2026	310.00	67091
590-000-821.000	ENGINEERING	GOSLING CZUBAK	PROJECT 260067 THROUGH 10/25/2026	232.50	67091
590-000-850.000	TELEPHONE	AT&T	11/7/2026 - 12/6/2026	97.14	67078
590-000-850.200	INTERNET SERVICES	VERIZON WIRELESS	9/24/2026 - 10/23/2026	72.02	67110
590-000-850.200	INTERNET SERVICES	CHARTER COMMUNICATIONS	HABROR - 11/21/2026 - 12/20/2026	220.00	67084
590-000-850.300	CELL TELEPHONE	VERIZON WIRELESS	9/24/2026 - 10/23/2026	12.79	67110
590-000-923.000	FUEL-BUILDINGS	DTE ENERGY	OCTOBER 2026	116.23	67086
590-000-931.100	MAINTENANCE & REPAIR-GENER	ATLAS ELECTRIC INC	WASTE TREATMENT	582.40	67079
590-000-931.100	MAINTENANCE & REPAIR-GENER	OUDBIER INSTRUMENT CO.	PLANT FLOW METERS	502.00	67100
590-000-943.000	EQUIPMENT RENTAL	CITY OF E.J. EQPT. RENTAL	EQ RENTAL	125.11	67085
			Total Department 000	4,834.87	
			Total Fund 590 SEWER FUND	4,834.87	
Fund: 591 WATER FUND					
Department: 000					
591-000-728.000	POSTAGE	US POSTAL SERVICE		254.80	67109
591-000-821.000	ENGINEERING	C2AE	WATER MAIN EXT - ENDING OCTOBER 25, 2	4,000.00	67081
591-000-821.000	ENGINEERING	C2AE	FY27 DWSRF LSLR - ENDING OCTOBER 25,	19,500.00	67081
591-000-850.000	TELEPHONE	VERIZON WIRELESS	9/24/2026 - 10/23/2026	166.97	67110
591-000-850.200	INTERNET SERVICES	VERIZON WIRELESS	9/24/2026 - 10/23/2026	36.01	67110
591-000-923.000	FUEL-BUILDINGS	DTE ENERGY	OCTOBER 2026	296.93	67086
591-000-931.010	MAINTENANCE & REPAIR-GENER	MEC UNDERGROUND SOLUTIONS	WATER SERVICE INVESTIGATIONS	123,200.00	67095
			Total Department 000	147,454.71	
			Total Fund 591 WATER FUND	147,454.71	
Fund: 661 EQUIPMENT-D.P.W.					
Department: 000					
661-000-726.000	SUPPLIES	CHARLEVOIX STATE BANK	BILLING CYCLE 11/8/2026	139.54	67083
661-000-818.130	CONTRACTUAL SER/SOLID WAST	GFL ENVIRONMENTAL	DPW/CITY HALL - OCTOBER 2026	76.49	67090
661-000-850.000	TELEPHONE	VERIZON WIRELESS	9/24/2026 - 10/23/2026	12.76	67110
661-000-850.200	INTERNET SERVICES	AT&T	11/7/2026 - 12/6/2026	36.25	67078
661-000-923.000	FUEL-BUILDINGS	DTE ENERGY	OCTOBER 2026	264.27	67086
661-000-939.000	VEHICLE MAINTENANCE	TRUCK & TRAILER SPECIALTIE	CONNECTOR PIGTAIL	86.29	67107
661-000-939.000	VEHICLE MAINTENANCE	SCHNEIDER TIRE OUTLET INC	TUB250145	9.00	67105
661-000-962.000	UNIFORMS	CHARLEVOIX STATE BANK	BILLING CYCLE 11/8/2026	11.99	67083
661-000-977.100	EQUIPMENT-COMPUTER & SOFTW	BLACK ROCK TECHNOLOGIES	3 COMPUTERS	1,300.00	67080
			Total Department 000	1,936.59	

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 661 EQUIPMENT-D.P.W.					
			Total Fund 661 EQUIPMENT-D.P.W.	1,936.59	

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY GL DISTRIBUTION ---					
		101-000-020.000	RECEIVABLE-TAXES	175.00	
		101-000-238.000	CHILD SUPPORT	130.34	
		101-000-679.000	EMPLOYEE REIMBURSEMENT	38.43	
		101-101-804.000	CHAMBER OF COMMERCE DUES	4,600.00	
		101-172-850.300	CELL TELEPHONE	41.35	
		101-172-977.100	EQUIPMENT-COMPUTER & SOFTWARE	19.99	
		101-215-726.000	SUPPLIES	48.95	
		101-265-726.000	SUPPLIES	61.95	
		101-265-818.130	CONTRACTUAL SER/SOLID WASTE	76.50	
		101-265-850.000	TELEPHONE	172.57	
		101-265-923.000	FUEL-BUILDINGS	316.51	
		101-265-931.000	MAINTENANCE & REPAIR-BUILDING	175.00	
		101-265-943.000	EQUIPMENT RENTAL	14.19	
		101-276-943.000	EQUIPMENT RENTAL	208.12	
		101-301-850.000	TELEPHONE	143.34	
		101-301-850.300	CELL TELEPHONE	38.33	
		101-301-923.000	FUEL-BUILDINGS	123.22	
		101-301-943.000	EQUIPMENT RENTAL	23.02	
		101-301-959.000	PHYSICALS	101.00	
		101-301-977.100	EQUIPMENT-COMPUTER & SOFTWARE	1,300.00	
		101-336-726.200	MEMBERSHIP FEES	100.00	
		101-336-818.012	CONTRACTURAL SERVICES/CLEANING	120.00	
		101-336-850.000	TELEPHONE	48.51	
		101-336-850.200	INTERNET SERVICES	112.17	
		101-336-850.300	CELL TELEPHONE	41.35	
		101-336-880.100	FIRE PREVENTION-SUPPLIES	324.42	
		101-336-923.000	FUEL-BUILDINGS	94.33	
		101-336-931.000	MAINTENANCE & REPAIR-BUILDING	75.00	
		101-336-943.000	EQUIPMENT RENTAL	46.03	
		101-441-850.300	CELL TELEPHONE	38.33	
		101-441-943.000	EQUIPMENT RENTAL	9,010.89	
		101-751-726.000	SUPPLIES	244.18	
		101-751-850.000	TELEPHONE	19.16	
		101-751-977.100	EQUIPMENT-COMPUTER & SOFTWARE	1,300.00	
		101-752-920.000	ELECTRIC SERVICE	73.60	
		101-752-931.900	MAINTENANCE & REPAIR-GROUNDS	16,729.78	
		101-752-943.000	EQUIPMENT RENTAL	262.71	
		101-757-818.130	CONTRACTUAL SER/SOLID WASTE	151.65	
		101-997-850.200	INTERNET SERVICES	65.00	
		101-997-923.000	FUEL-BUILDINGS	94.34	
		101-997-931.000	MAINTENANCE & REPAIR-BUILDING	75.00	
		202-463-821.000	ENGINEERING	367.04	
		202-463-881.000	ADVERTISING	9.36	
		202-463-931.100	MAINTENANCE & REPAIR-GENERAL	2,500.00	
		202-463-943.000	EQUIPMENT RENTAL	872.70	
		202-465-943.000	EQUIPMENT RENTAL	22.70	
		202-474-943.000	EQUIPMENT RENTAL	13.84	
		202-478-943.000	EQUIPMENT RENTAL	41.52	
		203-463-821.203	ENGINEERING-LOCAL STREETS	809.76	

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		203-463-931.100	MAINTENANCE & REPAIR-GENERAL	1,407.55	
		203-463-943.000	EQUIPMENT RENTAL	84.54	
		203-464-943.000	EQUIPMENT RENTAL	13.84	
		203-465-943.000	EQUIPMENT RENTAL	22.70	
		203-478-943.000	EQUIPMENT RENTAL	27.68	
		247-000-804.000	CHAMBER OF COMMERCE DUES	1,385.00	
		247-000-818.000	CONTRACTUAL SERVICES	1,295.00	
		247-000-818.130	CONTRACTUAL SER/SOLID WASTE	132.50	
		509-000-818.130	CONTRACTUAL SER/SOLID WASTE	190.92	
		509-000-821.000	ENGINEERING	2,700.00	
		509-000-850.000	TELEPHONE	59.94	
		545-000-726.120	LICENSE FEES	200.00	
		545-000-803.000	CDL/CONSORTIUM/PHYSICALS	202.00	
		545-000-850.000	TELEPHONE	40.50	
		545-000-850.300	CELL TELEPHONE	19.17	
		545-000-923.000	FUEL-BUILDINGS	117.74	
		545-000-977.100	EQUIPMENT-COMPUTER & SOFTWARE	118.00	
		590-000-726.000	SUPPLIES	1,983.33	
		590-000-726.300	LAB INSTRUMENTS	219.80	
		590-000-728.000	POSTAGE	254.80	
		590-000-818.100	CONTRACTUAL-TESTING & ANALYSIS	106.75	
		590-000-821.000	ENGINEERING	542.50	
		590-000-850.000	TELEPHONE	97.14	
		590-000-850.200	INTERNET SERVICES	292.02	
		590-000-850.300	CELL TELEPHONE	12.79	
		590-000-923.000	FUEL-BUILDINGS	116.23	
		590-000-931.100	MAINTENANCE & REPAIR-GENERAL	1,084.40	
		590-000-943.000	EQUIPMENT RENTAL	125.11	
		591-000-728.000	POSTAGE	254.80	
		591-000-821.000	ENGINEERING	23,500.00	
		591-000-850.000	TELEPHONE	166.97	
		591-000-850.200	INTERNET SERVICES	36.01	
		591-000-923.000	FUEL-BUILDINGS	296.93	
		591-000-931.010	MAINTENANCE & REPAIR-GENERAL	123,200.00	
		661-000-726.000	SUPPLIES	139.54	
		661-000-818.130	CONTRACTUAL SER/SOLID WASTE	76.49	
		661-000-850.000	TELEPHONE	12.76	
		661-000-850.200	INTERNET SERVICES	36.25	
		661-000-923.000	FUEL-BUILDINGS	264.27	
		661-000-939.000	VEHICLE MAINTENANCE	95.29	
		661-000-962.000	UNIFORMS	11.99	
		661-000-977.100	EQUIPMENT-COMPUTER & SOFTWARE	1,300.00	
--- TOTALS BY FUND ---					
		101	GENERAL FUND	36,834.26	
		202	MAJOR STREETS	3,827.16	
		203	LOCAL STREETS	2,366.07	
		247	TIFA FUND	2,812.50	
		509	E.J. HARBOR MARINA	2,950.86	
		545	TOURIST PARK	697.41	
		590	SEWER FUND	4,834.87	
		591	WATER FUND	147,454.71	

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
		661	EQUIPMENT-D.P.W.	1,936.59	
		Total For All Funds:		203,714.43	

Jordan Valley EMS Authority Board Meeting
October 21, 2026 at 5:30pm
555 Maple St. East Jordan, MI 49727

1. **Call to Order and Pledge of Allegiance** 5:30

2. **Invocation:** Jim Rathbun

3. **Roll Call:** Brian Olszewski (Wilson Twp), Tim Timmer (Echo Twp), Josh Chamberlain (South Arm Twp), Mark Penzien (City of East Jordan), Alex Busman (Banks Twp), Jim Rathbun (Jordan Twp). Staff: Ryanne Lucero, Kim Brooks, Heather Jackson.

4. **Guests:** 16

5. **Approve Agenda:** Busman made a motion to approve the agenda with the following additions to Unfinished Business #5: Officer Election Discussion, Education Discussion, NRMCA 7-15 Compliance, Staffing Levels, Rostered Staff Work Requirements, Schedule Adherence, Daily AR and Run Report, Staff Travel, Transfer Meal Policy, Petty Cash Policy, Acceptable Criminal and Driving History Policy, Mechanic Program Audit, Public vs. Private Area Signage, Pet Policy, MERS Employee Contribution Requirements. Timmer supported. Roll Call Vote: All For – Olszewski, Timmer, Chamberlain, Penzien, Busman, Rathbun. All Against – None. Motion Carried.

6. **Approve Past Minutes:** 9.24.26 minutes, Chamberlain made a motion to approve, supported by Timmer. Roll Call: All For - Rathbun, Busman, Penzien, Chamberlain, Timmer, Olszewski. All Against – None. Motion Carried. 10.12.26 minutes, Penzien motioned to approve with amendment, supported by Chamberlain, Roll Call Vote: All For – Rathbun, Busman, Penzien, Chamberlain, Timmer, Olszewski. All Against – None. Motion Carried. 10.15.26 minutes, Timmer motioned to approve with spelling error correction, supported by Chamberlain. Roll Call Vote: All For – Olszewski, Timmer, Chamberlain, Penzien, Busman, Rathbun. All Against – None. Motion Carried.

7. **Accept Accountant Report September 2026** – Busman made a motion to accept, supported by Rathbun. Roll Call Vote: All For – Olszewski, Timmer, Chamberlain, Penzien, Busman, Rathbun. All Against – None. Motion Carried.

8. **Public Comment:** Member of the audience spoke about her experience of over 20 years in EMS. Stated that the Board did not do their due diligence in vetting Yonkman.

9. **Treasurer's Report:** Timmer stated he transferred monies from the credit card account to Operations.

10. **Unfinished Business**: Financial Audit Report Draft. Olszewski read through the audit with everyone. Timmer made a motion to sign the representation letter to auditor, supported by Rathbun. Roll Call Vote: All For – Olszewski, Timmer, Chamberlain, Penzien, Busman, Rathbun. All Against – None. Motion Carried. Timmer motioned to approve Draft Audit, supported by Busman. All For – Rathbun, Busman, Penzien, Chamberlain, Timmer, Olszewski. All Against – None. Motion Carried.

11. Credit Card Policy: Timmer to send refreshed copy.

12. Purchasing Policy: Table to next meeting, Timmer to pick up and send.

13. EMS/MC Billing Company: Timmer made a motion to move forward with contract, supported by Busman. Roll Call Vote: All For: Olszewski, Timmer, Chamberlain, Penzien, Busman, Rathbun. All Against – None. Motion Carried.

14. Review By-laws, Articles of Inc., Polices, Rules and Procedures: Olszewski, Rathbun and Busman working on. Will have a copy from the attorney to review at next regular meeting.

The following are items that Busman added to the agenda under unfinished business.

#1 - Motion to require compliance by staff with NRMCA Protocol 7-15, requiring Patient Care Records to be completed within 24 hours after an incident concludes. MM by Alex, Support by Josh, MC.

#2 - Motion to require staff to work minimum of 48 hours per month to remain on the roster. MM by Alex, Support by Josh, MC.

#3 - Motion to restrict staff to work when scheduled by the acting director. Changes to scheduling must be approved by the acting director in accordance with the board's directive to limit overtime to a bare minimum. MM by Alex, Support by Mark, MC.

#4 - Motion to require board approval for all director and staff travel that will be reimbursed or paid for by the Authority. MM by Alex, Support by Tim, MC.

#5 - Motion to change transfer meal policy to only be applicable to long range transfers in excess of 150 miles from the JVEMSA facility. If the meal is not redeemed during the transfer, the benefit expires immediately. This meal will not be purchased using the authority credit card. Reimbursement will be made to the employee upon presentation of valid receipt and review/approval by acting director to ensure the expense is within the confines and intent of this policy. Effective immediately. MM by Alex, Support by Josh, MC.

#6 - Motion to change/establish petty cash policy restricting reimbursements that are made by the authority. 100% reconciliation report will be included in monthly board packet, starting with November regular meeting. Frivolous purchases will no longer be reimbursed by the authority, including, but not limited to, energy drinks, snacks, etc. MM by Alex, Support by Josh, MC.

#7 - Motion to adopt the attached policy on acceptable criminal history and driving record. Upon adoption, the acting director shall conduct and document criminal and driving record check for all department personnel through iCHAT and our insurance carrier, evaluating eligibility and taking necessary corrective action in accordance with authority policy. This review is to be completed by Monday November 2, 2026. MM by Alex, Support by Josh, MC.

#8 - Motion to request policy from attorneys prohibiting pets on authority property including ambulances. MM by Alex, Support by Josh, MC.

#9 - Motion to direct Acting Director and office personnel to place signage throughout the facility clearly defining public areas and limiting access to sensitive areas, such as where reports are completed and HIPAA protected information may be located. Enforcement of these protected areas shall be the responsibility of all staff, but ultimately the acting director. MM by Alex, Support by Josh, MC.

#10 - Discussed MER Employee Contribution. Resulted in request for Tony from MERS to join our November meeting for a review of MERS.

15. Community Foundation Grant Withdrawal: Timmer made a motion to withdraw the request for $64,000 for equipment, supported by Penzien. Roll Call Vote: All For – Rathbun, Busman, Penzien, Chamberlain, Timmer, Olszewski. All Against – None. Motion Carried.

16. **New Business**: Scheduling Software Change – Lucero provided the pricing for W2W, $1036 per year for 30 employees. Busman made a motion to make the change month to month payments, supported by Rathbun. Roll Call Vote: All For – Olszewski, Timmer, Chamberlain, Penzien, Busman, Rathbun. All Against – None. Motion Carried

17. Organizational Consultant Preliminary Report – Timmer motioned to sign, supported by Rathbun. Roll Call Vote: All For – Olszewski, Timmer, Chamberlain, Penzien, Busman, Rathbun. All Against – None. Motion Carried.

18. Professional Conduct: Tabled to next meeting.

19. JVEMSA/LCEMSA Mutual Aid Update:

20. Forensic Audit Discussion: Will insurance provider cover? Rathbun motioned for agency and mechanic program audit with Timmer as approved communicator with the insurance agency, supported by Busman. Roll Call Vote: All For – Olszewski, Timmer, Chamberlain, Penzien, Busman, Rathbun. All Against – None. Motion Carried.

21. Election of Officials: Timmer motioned that Chamberlain hold Vice President seat, supported by Busman. Roll Call Vote: All For – Busman, Chamberlain, Timmer, Olszewski. All Against – Rathbun, Penzien. Motion Carried 4-2

22. Busman motioned to place election of officers on the November 18, 2026 regular meeting agenda, supported by Timmer. All in favor. Motion Carried.

23. Agenda Ad Ons By Busman:

Education Program -

Motion to discontinue education program for EMT and MFR. Authority will pay fines imposed by State of Michigan EMS Division and cease education program operations effective immediately. MM by Alex, Support by Tim, MC.

Staffing Levels -

Motion to direct Acting Director to staff 1 BLS truck in BV and 1 BLS in EJ with 1 medic utilizing Echo unit as ALS intercept from East Jordan location until further notice. MM by Alex, Support by Tim, MC.

Reporting -

#1 - In support of Unfinished Business #5, Motion #1, Motion to require the following reports daily from the billing office:

- Detailed list of runs for prior day
- Detailed listing of PCRs for prior day coded by EventID with PHI redacted appropriately
- Evidence that report has been billed (Confirmation number) from billing clearinghouse.
- Any incomplete report for the prior day's activity must include remedial plan for completion within 24 hours of end of event signed by Acting Director and the staff member charged with completing the report.
- Detailed listing of receipts with detailed remittance information for each deposit
- Detailed listing of contacts made in regards to AR greater than 45 days old with detailed reason for its unpaid status

This report is due to begin on Friday, October 23 at 5PM. It is to be delivered via e-mail to the board. MM by Alex, Support by Josh, MC.

#2 - Motion to require the office staff to produce an excel report covering 1/1/26 through 10/22/2026 showing:

- EventID from CCE Dispatch
- Report # from CCE Dispatch that ties to MedControl reporting
- Billing confirmation number tied to report and event ID

24.Busman motioned to place other Official next regular Board meeting, supported by Timmer. Roll Call Vote: All For – Olszewski, Timmer, Chamberlain, Penzien, Busman, Rathbun. All Against – None. Motion Carried.

25. Busman made a motion to add Josh Chamberlain as a signer on the CSB account, supported by Timmer. Roll Call Vote: All For -Olszewski, Timmer, Chamberlain, Penzien, Busman, Rathbun. All Against – None. Motion Carried.

26. EMT to Full-Time, 90 day probation. Busman made this motion, supported by Rathbun. Roll Call Vote: Olszewski, Timmer, Chamberlain, Penzien, Busman, Rathbun. All Against – None. Motion Carried.

27. Lucero and Silva to work on Emmet Intercept Agreement. Timmer motioned to sign agreement supported by Penzien. Roll Call Vote: All For- Rathbun, Busman, Penzien, Chamberlain, Timmer, Olszewski. All Against – None Motion Carried.

28. Public Comment: Staff member had a question about whether staff can stay over to get report done from late call. May be OT. Answer was yes.

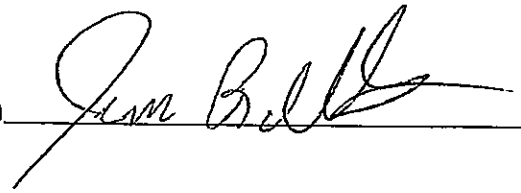
29. Brian Meads had question about original charter and pension fund. Is the fund 100% covered? He would like to know if this had been addressed. No answer at this time, will need to look into.

30. Joe Kroll requested the Board not make motions on items not on the agenda. Meeting lasting over 2 hours, need to get a handle on this.

31. Board Comments: Olszewski - Thank you. Timmer – Thank you. Chamberlain, agreed with Mr. Kroll. Penzien – reminds that the Authority has not happened overnight. He also stated that he will be resigning as of December 1, 2026. Busman – Thanks. Rathbun – Concerned with social media issue, be careful. Apologizes for what has happened, not paying enough attention. Need to work together and unify to turn it around.

Meeting Adjourned: 8:06

Presented By: Kim Brooks 

Board Secretary: Jim Rathbun 

Jordan Valley EMS Authority Special Board Meeting Minutes
November 5, 2026 at 5:30 pm
555 Maple Street, East Jordan, MI 49727

1. **Call to Order**: 5:30 pm
2. **Invocation**: Tim Timmer
3. **Roll Call**: Brian Olszewski (Wilson Twp), Tim Timmer (Echo Twp), Josh Chamberlain (South Arm Twp), Joe Kroll (City of East Jordan), Alex Busman (Banks Twp), Jim Rathbun (Jordan Twp). Staff: Ryanne Lucero (Interim Director), Kim Brooks, Heather Jackson. Kroll was introduced as sitting in temporarily to represent the City of East Jordan.
4. **Guests**: 8
5. **Approval of Agenda**: Kroll made a motion to approve the agenda with 7 additional items added under new business, supported by Chamberlain. Roll Call Vote: All For, Rathbun, Busman, Kroll, Chamberlain, Timmer, Olszewski. All Opposed, None. Motion Carried. The Board as a collective decided to keep the Interim Director interviews as the first item in New Business.
6. **Approval of Minutes for 10-29-26** were added to Agenda. Timmer motioned to approve with correction of a spelling error, supported by Olszewski. Roll Call Vote: All For, Rathbun, Busman, Chamberlain, Timmer, Olszewski. All Opposed, None. Kroll Abstained due to this being his first meeting as a Board representative. Motion Carried.
7. **Public Comment**: Member of the audience mentioned concern that the crew photos on facebook listed full names. He felt for the best interest of crew, last names should be removed.
8. **New Business**: Added Items
    - Meeting Recorder Purchase

- Consulting Agreement with LCEMSA
- Remove Penzien from bank account, check signer and as point of contact for JVEMSA
- Echo Status
- Employment Committee Status
- Supervisor/Lt. Titles
- Articles of Incorporation Discussion
- Interim Director Interviews (will go first)

9. **Interim Director Interviews:** The Board interviewed the following applicants with questions asked and answered:

    - **Manuel J. Travers**
    - **Derek Gaylord**

    Miscellaneous Discussion – Both answered that they would be available immediately. Neither had a salary in mind. Gaylord asked how long the transition would be from Interim Director to Director. The Board did not have a definite answer. (maybe 3-6 months). The Board stated that they will disclose a salary when they make the offer. Travers commented that he would be able to adjust from medic to administration (boss). He is familiar with the transition. He would however need to be on a truck periodically due to shortage of medics.

Brian Olszewski after the first interview with Derek Gaylord to attend another meeting. He was not present for Mr. Travers interview.

Discussion was had after interviews amongst all Board members. Need to set expectation from Interim Director to Director. Director should pick Assistant Director. Pay should be

salary. Should put package together to offer the position. The sub-committee will discuss. Busman then made a motion to approve the Interim package be $84,000 annually with benefits, Kroll supported. Roll Call Vote: All For, Chamberlain, Kroll, Busman, Rathbun. All Opposed, Timmer. Absent Olszewski. Motion Carried.

New Business Items:

10. **Meeting recorder** – Kroll made a motion that Brooks purchase a voice recorder for meetings, not to exceed $100, supported by Rathbun. Roll Call Vote: All For, Rathbun, Busman, Kroll, Chamberlain, Timmer. All Opposed, None. Olszewski absent. Motion Carried.

11. **Consulting Agreement with LCEMSA** – Kroll states can be helpful to the Authority. Discussion was had regarding the collaboration meeting with Boyne City EMS Director, the Mayor and City Manager. Joe Travers attended along with LCEMSA Director and Supervisor. They were able to come up with a gentlemen's agreement with Boyne about mutual aid. Boyne will be writing up an agreement. Travers also set up a meeting Boyne Mountain Ski Patrol for training.
12. **Remove Mark Penzien** from bank account as check signer and point of contact for JVEMSA – Timmer motioned to remove Penzien, supported by Rathbun. All In Favor. Motion Carried. The Board will add a third signer next meeting.
13. **Echo Status** – Board asked if the vehicle was ready for inspection. Answer was no. It will need additional items added to back end for supplies. Alex stated he would talk with welder at the school to see if they can do some of the work. Also, estimates for cubbies are needed.
14. **Employment Committee** – No comment

15. **Supervisor/Lt. Titles** – It was stated that with new Director this may change.
16. **Articles of Incorporation** – Kroll stated to get through the hiring of new Director, then go through the Articles.
17. **Public Comment:** Member of the audience thanked the interviewees. Made a request to the Board to listen to the current staff regarding the selection of the new Director.
18. **Authority Board Member Comments:**
    Timmer – would like to add the formulation of a Social Media policy at the next meeting. He would like the Authority PR postings to go through the Board. Busman – suggested we remove the last names of employees from the Facebook post of their biographies. He inquired about the progress of billing report and if Brooks had run background checks on all employees. The JVEMSA biller was not present to answer. Brooks stated that checks are done prior to hiring for all crew members. Kroll – stated that Penzien has stepped down as the City representative on the JVEMSA Board. The City is currently taking applications to fill the position. Rathbun – requested we be careful on social media. Chamberlain has no comment.

Meeting Adjourned: 7:40pm

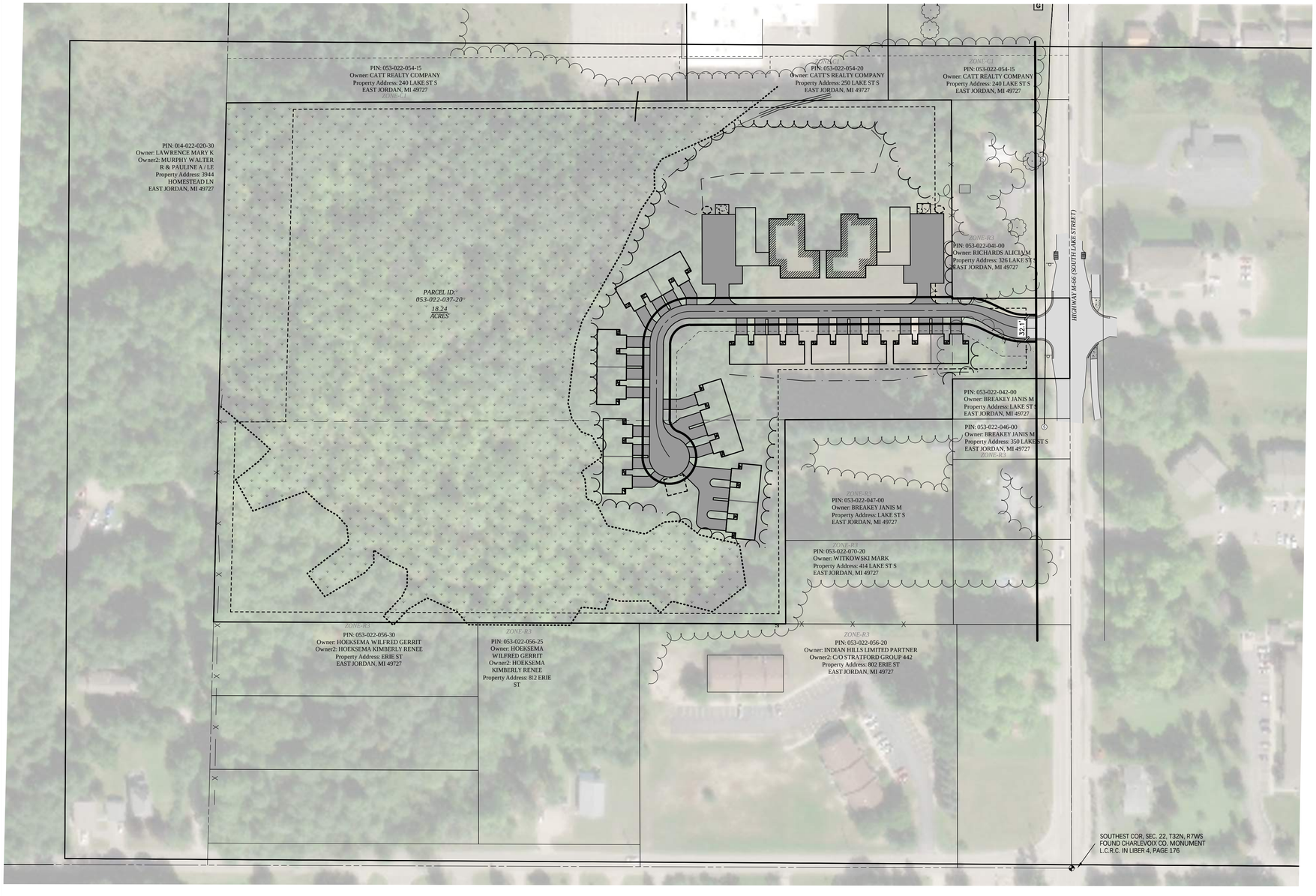
Presented By: Kim Brooks Kim Brooks

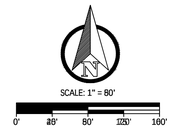
Board Secretary: Jim Rathbun_____

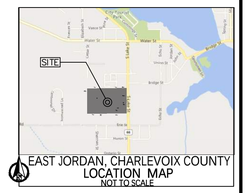
CITY OF EAST JORDAN

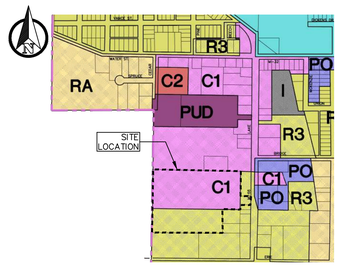
CHARLEVOIX COUNTY, MICHIGAN

M-66 EAST JORDAN DEVELOPMENT









CITY LIMITS
- RA – SINGLE FAMILY
- R1 – SINGLE FAMILY
- R2A – SINGLE FAMILY + MOBILE HOME RESIDENCE
- R3 – MULTIPLE FAMILY
- R4 – MOBILE HOME PARK
- PUD – PLANNED UNIT DEVELOPMENT
- C1 – LOCAL COMMERCIAL
- C2 – GENERAL COMMERCIAL
- PO – PROFESSIONAL OFFICE
- I – INDUSTRIAL
- LI – LIGHT INDUSTRIAL
- CR – CONSERVATION RESERVE
- WF – WATERFRONT DISTRICT
- CBD – CENTRAL BUSINESS DISTRICT
- CBD-O – CENTRAL BUSINESS DISTRICT – OVERLAY

CITY OF EAST JORDAN ZONING MAP
NO SCALE

DEVELOPER
ARTEMIS DEVELOPMENT LLC
6500 BYRON CENTER AVE,
SUITE 200
BYRON CENTER, MI 49315

DESIGN ENGINEER
VK CIVIL
7885 BYRON CENTER AVE SW,
STE A, BYRON CENTER, MI 49315
ZACH BOEVE, P.E.
616-277-2185
ZACH@VKCIVIL.COM

STATE OF MICHIGAN
ZACHARY BOEVE
ENGINEER
NO. 6201311944
LICENSED PROFESSIONAL ENGINEER

811
Know what's **below.**
Call before you dig.

NOTE:
ALL UTILITIES SHOWN ARE APPROXIMATE LOCATIONS DERIVED FROM ACTUAL MEASUREMENTS AND AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE THE EXACT LOCATION NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THIS AREA.

NO.	DATE	REVISION	BY
1	06/11/2026	PRELIMINARY SITE PLAN REVIEW	MDS

CITY OF EAST JORDAN
CHARLEVOIX COUNTY, MICHIGAN

M-66 EAST JORDAN DEVELOPMENT
COVER

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Vriesman & Korhorn
www.VKcivil.com
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(616) 277-2185
Kalamazoo, MI
(269) 697-7120

FILE NO. 1601
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Sheet No. 1 OF 4

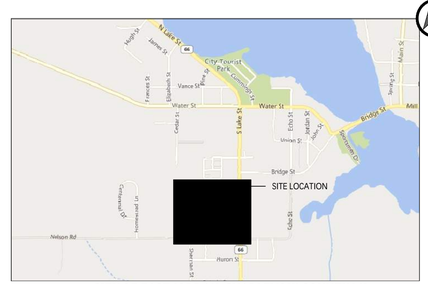
IN THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 22, TOWNSHIP 32 NORTH, RANGE 7 WEST, CITY OF EAST JORDAN, CHARLEVOIX COUNTY, MICHIGAN

SCALE: 1" = 60'

0' 30' 60' 90' 120'

LEGEND

● = FOUND IRON (AS NOTED)
○ = SET 1/2" REBAR WITH I.D CAP #71315
P.O.C.= POINT OF COMMENCEMENT
P.O.B.= POINT OF BEGINNING



CITY OF EAST JORDAN, CHARLEVOIX COUNTY MI
VICINITY MAP
NOT TO SCALE

LEGAL DESCRIPTION PER SCHEDULE "C", PER COMMITMENT FOR TITLE INSURANCE PREPARED BY FIDELITY NATIONAL TITLE INSURANCE COMPANY, COMMITMENT NO. 25-3975-MI-1, DATED MARCH 25, 2026:

LAND SITUATED IN THE CITY OF EAST JORDAN, COUNTY OF CHARLEVOIX, AND STATE OF MICHIGAN, DESCRIBED AS: COMMENCING AT A 1/2 INCH ROD AT THE SOUTHEAST CORNER OF SECTION 22, TOWN 32 NORTH, RANGE 7 WEST; THENCE ALONG THE EAST LINE OF SAID SECTION, NORTH 00 DEGREES 33 MINUTES 47 SECONDS WEST 363.01 FEET; THENCE SOUTH 89 DEGREES 50 MINUTES 45 SECONDS WEST 425.00 FEET TO A 1/2 INCH ROD, BEING THE POINT OF BEGINNING OF THIS DESCRIPTION; THENCE CONTINUING SOUTH 89 DEGREES 50 MINUTES 45 SECONDS WEST 853.10 FEET TO A 1/2 INCH ROD ON THE EAST 1/8 LINE OF SAID SECTION; THENCE ALONG SAID 1/8 LINE, NORTH 01 DEGREES 04 MINUTES 19 SECONDS EAST 774.32 FEET TO A 1/2 INCH ROD; THENCE NORTH 89 DEGREES 25 MINUTES 25 SECONDS EAST (RECORDED AS EAST) 1080.98 FEET TO A 1/2 INCH ROD; THENCE SOUTH 00 DEGREES 33 MINUTES 47 SECONDS EAST 296.00 FEET TO A 1/2 INCH ROD; THENCE NORTH 89 DEGREES 25 MINUTES 25 SECONDS EAST 125.00 FEET TO A 1/2 INCH ROD ON THE WEST LINE OF HIGHWAY M-66; THENCE CONTINUING NORTH 89 DEGREES 25 MINUTES 25 SECONDS EAST 50.00 FEET TO SAID SECTION LINE; THENCE ALONG SAID SECTION LINE AND ALONG THE CENTERLINE OF SAID HIGHWAY, SOUTH 00 DEGREES 33 MINUTES 47 SECONDS EAST 120.00 FEET; THENCE SOUTH 89 DEGREES 25 MINUTES 25 SECONDS WEST 50.00 FEET TO A 1/2 INCH ROD ON THE WEST LINE OF SAID HIGHWAY; THENCE CONTINUING SOUTH 89 DEGREES 25 MINUTES 25 SECONDS WEST 125.00 FEET TO A 1/2 INCH ROD; THENCE SOUTH 00 DEGREES 33 MINUTES 47 SECONDS EAST 60.00 FEET TO A 1/2 INCH ROD; THENCE SOUTH 89 DEGREES 25 MINUTES 25 SECONDS WEST 250.00 FEET TO A 1/2 INCH ROD; THENCE SOUTH 00 DEGREES 33 MINUTES 47 SECONDS EAST 304.29 FEET TO THE POINT OF BEGINNING, BEING A PART OF THE SOUTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 22, TOWN 32 NORTH, RANGE 7 WEST.

SURVEY NOTES:

- Ø BEARINGS ARE RELATED TO THE LEGAL DESCRIPTION CONTAINED IN COMMITMENT FOR TITLE INSURANCE PREPARED BY FIDELITY NATIONAL TITLE INSURANCE COMPANY, FILE NUMBER 25-3975-MI-1, DATED MARCH 25, 2026.
- Ø BEARINGS AND DISTANCES ARE FIELD MEASURED UNLESS OTHERWISE NOTED.

BENCHMARKS

BM-1: SE FLANGE BOLT UNDER "E" IN "EAST JORDAN" 1.7 AGL
N:668980.9100
E:19485502.4870
ELE:645.79

BM-2: SE FLANGE BOLT UNDER "E" IN "EAST JORDAN" 1.7 AGL
N:669146.4780
E:19485592.4780

NOTE: DATUM PROVIDED IS FROM MICHIGAN LIDAR
NOTE: SOILS ARE LOAMY SAND PER USGS WEB SOIL SURVEY

SYMBOL LEGEND

- EXISTING TREE
- TREE STUMP
- SIGN
- MAILBOX
- BOLLARD
- LIGHT POLE
- POWER POLE
- GUYWIRE
- COM/ELEC STRUCTURE
- GAS METER
- VALVE
- HYDRANT
- WELL
- CLEANOUT
- SANITARY SEWER MANHOLE
- STORM CATCH BASIN
- STORM MANHOLE
- STORM FLARED END SECTION
- RIP RAP
- FLOW DIRECTION ARROW
- SECTION CORNER
- PROPERTY CORNER – SET
- PROPERTY CORNER – FOUND
- BENCHMARK/CONTROL POINT
- SOIL BORING

LINE LEGEND

- EXISTING OVERHEAD ELECTRIC
- EXISTING ELECTRIC
- EXISTING GAS
- EXISTING COMMUNICATIONS
- EXISTING FENCE
- RIGHT OF WAY
- EASEMENT
- EXISTING GRAVEL
- EXISTING STORM SEWER
- EXISTING SANITARY SEWER
- EXISTING WATERMAIN

HATCH LEGEND

- EXISTING HOT MIXED ASPHALT
- EXISTING GRAVEL
- EXISTING CONCRETE
- WETLANDS
- GRAVEL REMOVAL
- HOT MIXED ASPHALT REMOVAL
- TREE REMOVAL

NO.	DATE	REVISION	BY
1	06/11/2026	PRELIMINARY SITE PLAN REVIEW	MDS

CITY OF EAST JORDAN
CHARLEVOIX COUNTY, MICHIGAN

M-66 EAST JORDAN DEVELOPMENT
EXISTING CONDITIONS & REMOVALS

Vriesman & Korhorn
VK CIVIL
www.VKcivil.com
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(269) 697-7120

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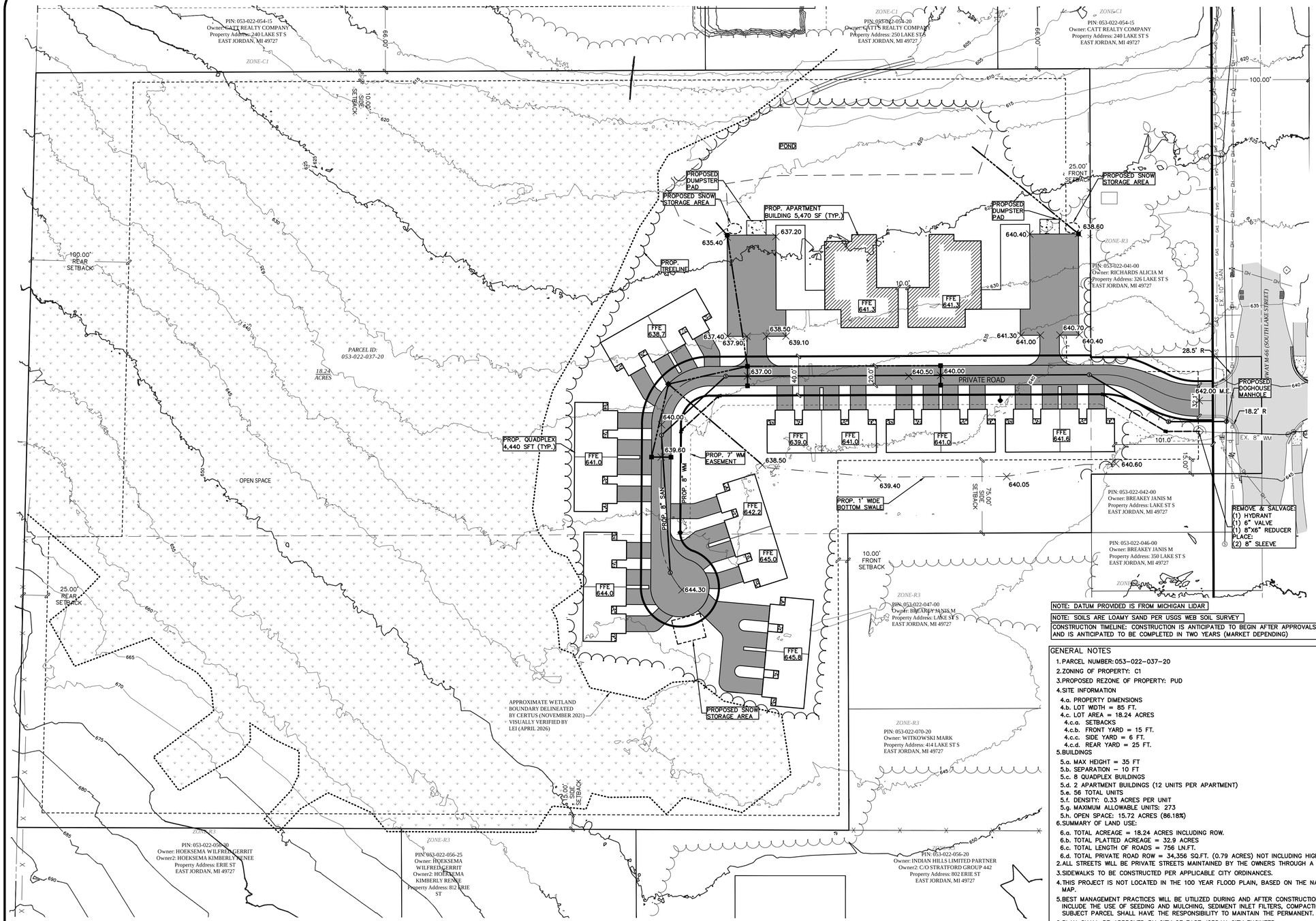

SCALE: 1" = 50'

0' 25' 50' 75' 100'

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- EXISTING WATERMAIN
- PROPOSED WATERMAIN

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- PROPOSED GRAVEL
- WETLANDS

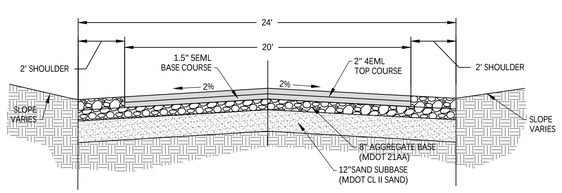
NOTE: DATUM PROVIDED IS FROM MICHIGAN LIDAR

NOTE: SOILS ARE LOAMY SAND PER USGS WEB SOIL SURVEY

CONSTRUCTION TIMELINE: CONSTRUCTION IS ANTICIPATED TO BEGIN AFTER APPROVALS AND IS ANTICIPATED TO BE COMPLETED IN TWO YEARS (MARKET DEPENDING)

GENERAL NOTES

1. PARCEL NUMBER: 053–022–037–20
2. ZONING OF PROPERTY: C1
3. PROPOSED REZONE OF PROPERTY: PUD
4. SITE INFORMATION
   - 4.a. PROPERTY DIMENSIONS
   - 4.b. LOT WIDTH = 85 FT.
   - 4.c. LOT AREA = 18.24 ACRES
   - 4.c.a. SETBACKS
   - 4.c.b. FRONT YARD = 15 FT.
   - 4.c.c. SIDE YARD = 6 FT.
   - 4.c.d. REAR YARD = 25 FT.
5. BUILDINGS
   - 5.a. MAX HEIGHT = 35 FT
   - 5.b. SEPARATION – 10 FT
   - 5.c. 8 QUADPLEX BUILDINGS
   - 5.d. 2 APARTMENT BUILDINGS (12 UNITS PER APARTMENT)
   - 5.e. 56 TOTAL UNITS
   - 5.f. DENSITY: 0.33 ACRES PER UNIT
   - 5.g. MAXIMUM ALLOWABLE UNITS: 273
   - 5.h. OPEN SPACE: 15.72 ACRES (86.18%)
6. SUMMARY OF LAND USE:
   - 6.a. TOTAL ACREAGE = 18.24 ACRES INCLUDING ROW.
   - 6.b. TOTAL PLATTED ACREAGE = 32.9 ACRES
   - 6.c. TOTAL LENGTH OF ROADS = 756 LN.FT.
   - 6.d. TOTAL PRIVATE ROAD ROW = 34,356 SQ.FT. (0.79 ACRES) NOT INCLUDING HIGHWAY M–66 R.O.W.
7. ALL STREETS WILL BE PRIVATE STREETS MAINTAINED BY THE OWNERS THROUGH A RECORDED PRIVATE STREET AGREEMENT
8. SIDEWALKS TO BE CONSTRUCTED PER APPLICABLE CITY ORDINANCES.
9. THIS PROJECT IS NOT LOCATED IN THE 100 YEAR FLOOD PLAIN, BASED ON THE NATIONAL FLOOD INSURANCE PROGRAM RATE MAP.
10. BEST MANAGEMENT PRACTICES WILL BE UTILIZED DURING AND AFTER CONSTRUCTION OF THE PROJECT. MEASURES WILL INCLUDE THE USE OF SEEDING AND MULCHING, SEDIMENT INLET FILTERS, COMPACTION AND PAVING. THE OWNER OF THE SUBJECT PARCEL SHALL HAVE THE RESPONSIBILITY TO MAINTAIN THE PERMANENT. SOIL EROSION PROTECTION MEASURES.
11. PLAN SHALL BE APPROVED BY CITY OF EAST JORDAN CITY ENGINEER.
12. ALL LIGHTING SHALL BE SHIELDED FROM ALL ADJACENT PROPERTIES. STREET LIGHTING IS NOT PROPOSED. ANY LIGHTING WILL BE TYPICAL RESIDENTIAL LIGHTING MOUNTED ON BUILDINGS AND WILL BE DARK SKY COMPLIANT.
13. PROPOSED ENTRY SIGN MAY BE BUILT AT TIME OF CONSTRUCTION (PLACEMENT OF SIGN IS OPTIONAL). CITY OF EAST JORDAN ORDINANCE SHALL BE FOLLOWED FOR SIGN PLACEMENT.
14. SCHOOL DISTRICT OF PROJECT: EAST JORDAN PUBLIC SCHOOLS
15. PROPOSED DEVELOPMENT TO BE SERVED WITH PUBLIC SANITARY SEWER, PUBLIC WATERMAIN. PROPOSED STORM SEWER AND BASIN TO BE MAINTAINED PRIVATELY.



PRIVATE ROAD DETAIL

NOT TO SCALE

Know what's **below.** **Call** before you dig.

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NO.	DATE	REVISION	BY
1	06/11/2026	PRELIMINARY SITE PLAN REVIEW	MDS

CITY OF EAST JORDAN
CHARLEVOIX COUNTY, MICHIGAN

M-66 EAST JORDAN DEVELOPMENT
SITE LAYOUT & UTILITY

VK CIVIL
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Kalamazoo, MI (269) 697-7120

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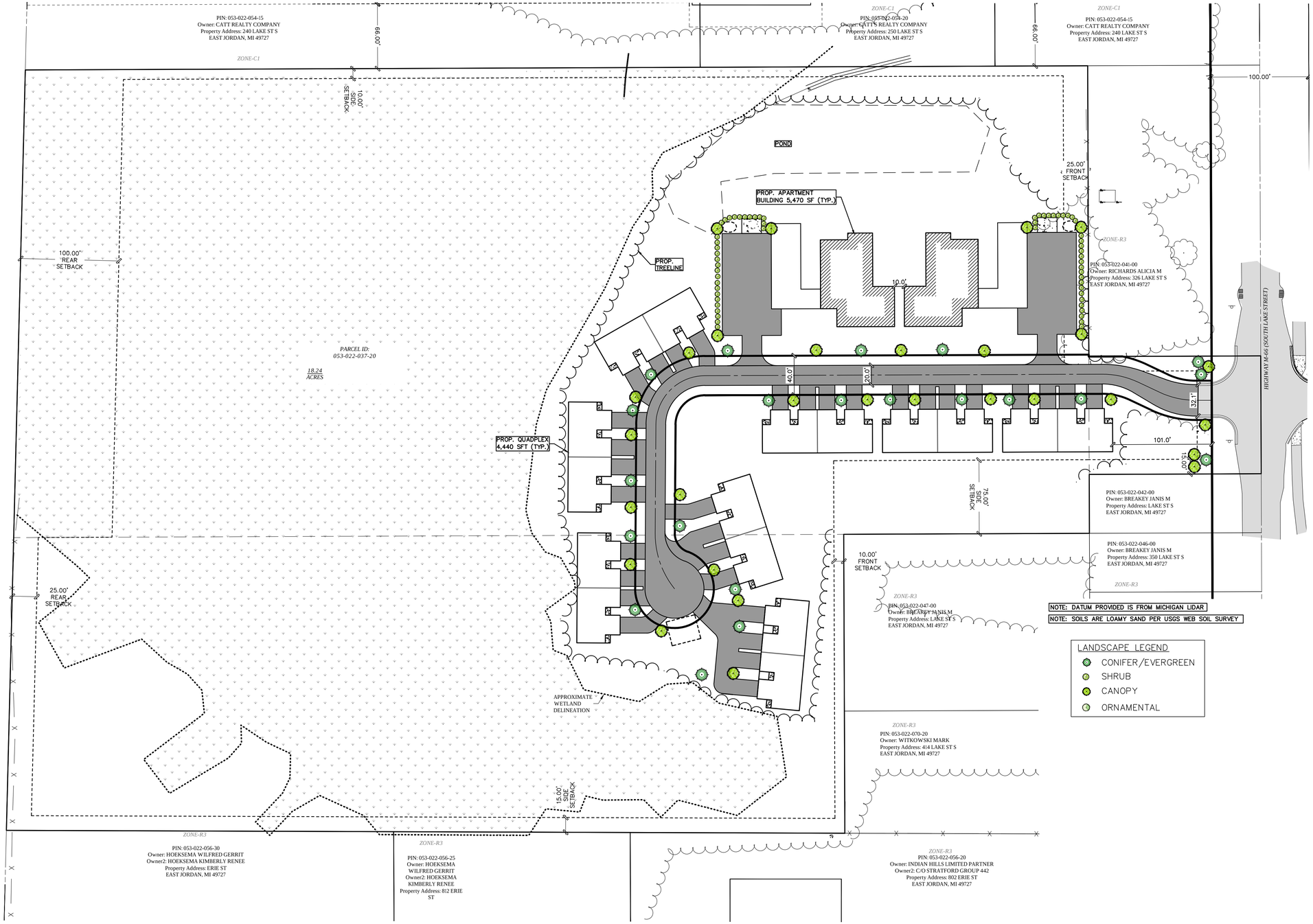

SCALE: 1" = 50'

0' 25' 50' 75' 100'

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811 Know what's **below.** **Call** before you dig.

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NO.	DATE	REVISION	BY
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CITY OF EAST JORDAN
CHARLEVOIX COUNTY, MICHIGAN

M-66 EAST JORDAN DEVELOPMENT
LANDSCAPE PLAN

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CITY OF EAST JORDAN, MI
SITE PLAN REVIEW APPLICATION

<u>Per Section 48.69 of the City's Zoning Code</u>: "The purpose of this application is to establish uniform requirements of procedure for all developments in the City so that the provisions of the City's Zoning Code can be equitably and fairly applied to all persons seeking to add to the existing development; so that both those developing property and the responsible City officials can be assured that compliance with the Zoning Code is both possible and correct prior to the issuance of a zoning permit and the starting of construction."

The following land, building and structural uses <u>require</u> site plan approval:

1. All principal and their accessory uses in following Zoning Districts:
   - RA Residential/Agricultural Single-Family (if more than one structure)
   - R-1 Residential Single-Family (if more than one structure)
   - R-2 Residential Duplex-Family (if more than one structure)
   - R-2A Residential Single-Family (if more than one structure)
   - R-3 Residential Multi-Family
   - R-4 Residential Mobile Home (if more than one structure)
   - C-1 Local Commercial
   - CBD Central Business
   - C-2 General Commercial
   - PO Professional Office
   - I Industrial
   - LI Light Industrial
   - CR Conservation Reserve
   - WF Waterfront
2. All special uses and their accessory uses in <u>all</u> districts.
3. All planned unit developments (PUDs).

The following land, building and structural uses <u>do not require</u> site plan approval:

Individual single-family homes and mobile/manufactured homes located on separate lots or parcels and their accessory uses in the R-A, R-1, R-2, R-2A, R-3 and R-4 districts.

****

Name of Site Plan Project: M-66 East Jordan Development

Agent or Applicant's Name(s): Artemis Development LLC

Address: 6500 Byron Center Ave Ste 200

Byron Center, MI 49315

Contact Phone #s: (517) 505-5252 Office ☐ Cell ☑ Home ☐

_____ Office ☐ Cell ☐ Home ☐

E-Mail: susan@artemiscapital.llc

Property Owner's Name(s): Artemis Development LLC

Address: 6500 Byron Center Ave Ste 200
Byron Center, MI 49315

Contact Phone #s: 517-505-5252 Office ☐ Cell ☐ Home ☐
_____ Office ☐ Cell ☐ Home ☐

E-Mail: _____

Current Zoning District: C-1 Proposed Zoning District (if different): PUD

Present Use: Vacant

Proposed Use: PUD - Multifamily Housing

Property Address: 340 LAKE ST S
EAST JORDAN, MI 49727

Permanent Parcel ID #: 15 - 053 - 022 - 037 - 20

Legal Description: Provide on separate sheet; also supply copy of boundary survey if available

GENERAL PROJECT DESCRIPTION

Provide a general description of the proposed development including: site location, number of proposed lots and/or units, demographics or population generated by the development (ex: density, elderly persons, school-aged children, seasonal population, family size, etc.) and other applicable information.

EXPECTED DEMANDS ON COMMUNITY SERVICES, ENVIRONMENTAL & OTHER IMPACTS

In an attachment to this Application, explain the impacts (both positive & negative) of the proposed project, if any, on the following:

- Fire Protection Services
- Police Services
- Emergency Medical Services
- Schools
- Municipal Water Supply
- Water Pollution (surface & ground)
- Soil Erosion/Sedimentation
- Stormwater/Drainage Management
- Shoreline/Wetland Protection
- Wildlife/Habitat Protection
- Air Pollution (particulates, noxious odors, etc.)
- Noise
- Dark Skies/Light Pollution & Trespass
- Traffic Volumes & Adjacent Street Capacities
- Sewage Collection/Treatment (City or on-site)

ESTIMATED PROJECT CONSTRUCTION/DEVELOPMENT COST: $ _____

GENERAL SITE PLAN REVIEW FEE (non-refundable):

(This fee covers the City's cost to review the site plan, prepare it for PC consideration, and conduct the PC review)

Projects up to $100,000:	$300
Projects over $100,000:	$300 plus 0.2% (.002) of cost over $100,000

Date Paid: _____ Amount: $ _____ Staff Initials: _____

PROFESSIONAL CONSULTATIONS/REVIEW COSTS (if necessary) (non-refundable):

(This fee covers the City's direct cost to retain an outside professional planner, engineer or architect to review the site plan or a particular aspect of the site plan. This might be necessary for larger developments, and could include services to review stormwater management plans, site lighting, traffic impacts, wetland impacts, etc. These fees are in addition to the above General Site Plan Review Fee. City staff and the applicant will discuss the need for these services during preliminary scoping meetings noted above.)

Sketch Plan Review:	$350 plus $5 per acre
Preliminary Review:	$350 plus $20 per acre
Final Review:	$350 plus $20 per acre

Date Paid: _____ Amount: $ _____ Staff Initials: _____

SITE DEVELOPMENT COMPLETION ESCROW (refundable):

(This fee is retained by the City until completion of the development project and City inspection of the applicant's compliance with the Site Plan requirements approved by the PC. If in compliance, 100% of the fee will be refunded to the applicant at the time of City final acceptance. If the City must make multiple final inspections of the completed development site, or if the applicant refuses to complete the development as required by staff or the PC, the escrow funds will be used to cover staff costs as well as any legal costs or proceedings to enforce completion of the requirements of the site plan. Should this escrow be insufficient to cover said costs, the applicant will be obligated to cover those additional costs of enforcement. These costs shall be paid to the City prior to the City issuing any Certificate of Occupancy for the development.)

$1,000 per project

Date Paid: _____ Staff Initials: _____ Cash ____ Check ✓

Final Inspection Date: _____ Inspector Signature: _____

Refund Date: _____ Amount: $ _____

SITE PLAN SUBMITTAL REQUIREMENTS

In order for City staff to conduct a proper review of a proposed development site plan, an applicant must submit to the City Clerk's Office a minimum of 21 business days prior to the Planning Commission (PC) meeting (regular meetings are held on the 2nd Thursday of each month at 5:30 PM) the following documents:

- One (1) Standard 2' X 3' (24" x 36") paper copy of the proposed Site Plan
- One (1) 11" X 17" paper copy of the proposed Site Plan
- One (1) electronic copy of the proposed Site Plan in pdf format
- One (1) 8-1/2" x 11" original paper copy of this Site Plan Review Application & all Attachments
- One (1) electronic copy of this Site Plan Review Application & all Attachments in pdf format

The City encourages applicants to meet with the City Zoning Administrator or Plan Reviewer prior to submitting a site plan application. A formal meeting is required with the City Zoning Administrator or Plan Reviewer at least two weeks prior to the PC meeting at which the Site Plan will be considered. Accurate completion of this form will enable efficient processing and review of your proposed Site Plan.

CRITERIA FOR SITE PLAN REVIEW (Sec. 48-77 of the City Code):

In reviewing a preliminary or final site plan, the PC shall ascertain whether the proposed site plan is consistent with the regulations and objectives of this chapter and shall endeavor to ensure that they conform to the following criteria:

1) *Preservation of natural environment.* Existing conditions of the natural environment shall be pre-served in their natural state, insofar as practicable, by minimizing tree and soil removal, & any grade changes shall be in keeping with the general appearance of adjacent & surrounding uses & development.

2) *Relations of proposed land, building and structural uses to environment.* Proposed uses and structures shall be related harmoniously to the natural environment and to existing uses and structures in the vicinity that have a visual relationship to the proposed development. The achievement of such relationship may include the enclosure of space in conjunction with existing uses and structures or other proposed uses and structures and the creation of special arrangements and focal points with respect to functional areas, avenues of approach, terrain features or other structures.

3) *Drives, parking and circulation* (vehicular and pedestrian circulation, including walkways, interior drives and parking). Special attention shall be given to location and number of access points, general interior circulation, separation of pedestrian and vehicular traffic, and arrangement of parking areas that are safe and convenient and, insofar as practicable, do not adversely affect the design of proposed land, buildings and structures and adjacent and surrounding development areas.

4) *Surface water drainage.* Special attention shall be given to proper site surface drainage so that the flow of surface waters will not adversely affect adjacent and surrounding properties or the public storm drainage system. If necessary, stormwater shall be removed from all roofs, canopies and paved areas and carried away in an underground piped drainage system. Surface water in all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic, and will not create impounded water on the paved areas.

5) *Utility service.* Electric power and telephone distribution lines shall be underground. Any utility installations remaining above ground shall be located so as to have a harmonious relation to adjacent properties and the site. The proposed method of water supply, fire hydrants and sanitary sewage disposal for all buildings shall be indicated. All utility installation shall be carried out in accordance with the standard rules and regulations of current adoption of the State public service commission and water, sewer and fire hydrants in accordance with the City requirements.

6) *Advertising features*. The size, location and lighting of all permanent signs and outdoor advertising structures or features, shall be consistent with the requirements of article VIII of the Zoning Code.

7) *Special features*. Storage areas, machinery installations, service areas, truck loading areas, utility buildings and structures, and similar accessory areas and structures, shall be subject to such setbacks, screen plantings or other screening methods as shall reasonably be required to prevent their being incongruous with the existing natural and developed environment of adjacent and surrounding properties.

8) *Additional requirements*. All other standards and requirements of Article II of the Zoning Code must be met by site plans presented for review.

The City's Zoning Code (Chapter 48) is available on the City's website @ the following link: http://www.eastjordancity.org/info/ordinances.html. The website reflects ordinances codified through Ordinance No. 230, adopted July 16, 2013 (Supp. No. 4). Applicants are encouraged to contact the City Clerk to verify if any ordinances or amendments have been adopted subsequent to that date.

APPLICANT CERTIFICATION

The signature below certifies a formal request by an individual having a legal interest and authority of those others with ownership interest in the subject property. The applicant and owners hereby request Site Plan Review of the proposed project outlined herein by the City of East Jordan, its employees, representatives and designees. It further authorizes public notification of the request and authorizes City officials, its employees, representatives & designees to visit and visually inspect the subject property for the purpose of site analysis prior to consideration of the application by the City Planning Commission and during and upon completion of any construction or other activity governed by the City and pertaining to this Application.

Susan Haque — 6/22/2026

Preparer's Name (Please type/print) — Date

Signed by: Susan Haque D205EDC3879F411...

Preparer's Signature

****

CITY STAFF USE ONLY

Date Application Received: _____

Date of Planning Commission Consideration: _____

Planning Commission Decision:

_____ Approved as Submitted
_____ Approved with Conditions (attached)
_____ Rejected

_____ _____

City Administrator/Zoning Administrator or City Clerk — Date

CITY OF EAST JORDAN, MI
SITE PLAN REVIEW CHECKLIST

This Site Plan Review checklist follows criteria outlined in Article II, Section 48-77 of the City's Zoning Code and contains additional information necessary for the Planning Commission (PC) to review your request.

- Site Plan approval requires that the applicant meet all of the requirements of the MI "Soil Erosion and Sedimentation Control Act", P.A. 347 of 1972, as amended, MCL 282.101.
- Additional Site Plan requirements may exist in zoning districts other than single-family zoned areas. Please consult the specific zoning section of the City Code to determine if additional info is needed.

PLEASE PROVIDE THE FOLLOWING INFORMATION DIRECTLY ON YOUR SITE PLAN

Site Plan Design Elements:

1) Map Scale: Sites less than one (1) acre, minimum 1" = 25'
   Sites one (1) acre or larger, minimum 1" = 50'
2) Date Site Plan drawn, including revisions and north point
3) Street names and other necessary identification information
4) Designer and/or Engineer Name, Address, Phone, & E-mail
5) Developer Name, Address, Phone & E-mail
6) Property or lot line dimensions
7) Zoning yard setback lines; setbacks between buildings
8) Locations of sidewalks and pedestrian areas
9) Location of retaining walls and curbs
10) Existing and proposed primary and accessory structures on property
11) All buildings shown with dimensioned floor plans, atypical elevation views, finished floor and grade line elevations, floor area and building height
12) Lot numbers and individual addresses for each lot, when applicable
13) Outlines & identification of other structures within 100' of property measured horizontally in all directions
14) Location of all existing and recorded streets intersecting the boundary of the parcel
15) Existing vehicular circulation system, including:
    - Rights-of-way
    - Driving surface widths
    - Off-street parking areas
    - Service areas
    - Off-street loading areas
    - Street names

- Intersection radii
- Driveway locations for all adjacent developed parcels

16) Proposed vehicular circulation system, including:

- Street plans and connections to existing street network & future off-site properties
- Street profiles showing all proposed driveway locations
- Structural cross sections
- Proposed street names (subject to City approval)

17) Pedestrian walkways, designated crosswalks & linkages to adjacent properties

18) All existing public and private easements, utility lines, rights-of-way, and other services within and bordering subject property

19) Existing zoning classification of parcel

20) Zoning classification of abutting parcels (north, south, east and west)

21) Generalized soil characteristics regarding soils and their suitability or adaptability to the proposed use (more detailed information may be requested):

22) Spot elevations or topography, including:

- Floodplain elevations, if appropriate
- Existing site elevations
- Parking lot elevations
- Finished floor elevations
- Property boundary elevations
- Grading plan
- Location of existing wetlands (delineated by professional firm? X Yes _____ No)

23) Location of stormwater drainage facilities including:

- Retention/detention and/or sediment ponds including size, capacity & design
- Catchbasins, underground systems and outfalls
- Surface drainageways, road ditches and culverts
- Roof drainage and icefall
- Snow storage/snow management areas

24) Proposed locations of:

- Refuse/recycling dumpsters w/concrete pads & dumpster screening materials/construction
- Fuel tanks & screening
- Outside storage areas & screening

25) Landscaping details: Greenbelts, vegetation fences, earth berms, trees, etc. For other than single-family-residences, show location of all proposed landscape materials and elements. Also show all existing site trees and their retention in the proposed development.

26) Location, minimum size and configuration of areas to be conveyed, dedicated, or otherwise reserved as common open spaces, parks, recreational areas, school sites and similar public and semi-public uses, where applicable.

27) Location of existing fences to remain and details of design, style & height of proposed fences.

28) Restrictive covenants including provision for open-space maintenance. Those areas required to

have open space shall include the time of the development of recreational or other facilities within the open-space, as applicable.

29) Sanitary Sewer: X City Sanitary Sewer System connection (requires a separate City Sewer Service Application and connection fee)
____ On-site septic system (show location of tank & drainfield on the drawing) (Requires separate City & Health Dept. Permits)

30) Water Service: X City Water System connection (requires a separate City Water Service Application and connection fee)
____ Private Well (show location, depth & diameter of well; hydrants; distribution system; & standpipes on the drawing) (Requires separate City & Health Dept. Permits)

31) Lighting Plan: Exterior light location, fixture style, bulb type, mounting location and illumination pattern & intensity. Direct illumination of lights shall be directed downward and lights shall be shielded so they do not shine onto adjoining parcels or public rights-of-way. Dark sky compliant fixtures are required.

32) Sign Plan: Indicate type of materials to be used and include sign sketch(es) with dimensions of all signs, and type of support. A separate City Sign Permit Application should be completed and submitted with the site plan.

33) Indicate setback of freestanding sign and location of directional signs and/or wall signs.

Area and Dimension Information:

34) Area of property/parcel: _____ sq. ft.
_____ acres

35) Gross square footage of primary structure: _____ sq. ft.

36) Density calculations (% of property covered with structures): _____ %

37) Area in lawn and other open spaces: _____ sq. ft.

38) Area of parking lots: _____ sq. ft.

39) Number of parking spaces as indicated on Site Plan: _____ spaces

40) Number of handicapped parking spaces: _____ spaces

41) Number of total structures: _____ structures

Additional Information to be Included on Site Plan:

42) Illustrate on-site natural features (ex: natural drainage systems, floodplains, wetlands, woodlots, shorelands, etc.)

43) Ultimate jurisdiction and maintenance of private roads and access rights

44) Projected plans for the future use of the entire site if this is a phased development

45) Development schedule indicating the approximate date when construction of the development (or stages of the development) can be expected to begin and be completed

46) Special site/use conditions affecting the development and/or the City not covered by the checklist

SHEET SET

1 Project Overview
3 Plot Plan
5 Exterior Elevations
6 Exterior Elevations
7 Roof Layout Plan
9 Architectural Plan, Foundation
10 Architectural Plan, Main Floor
11 Architectural Plan, Second Floor





NOT FOR CONSTRUCTION

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3D VIEWS ARE NOT TO SCALE AND MAY NOT REFLECT EXACTLY WHAT IS AVAILABLE FOR THE PROJECT. RENDER VIEWS ARE REPRESENTATIONS OF WHAT THE VIEW COULD LOOK LIKE, NOT WHAT IT WILL LOOK LIKE. 2D VIEWS ALWAYS SUPERCEDE 3D VIEWS

ELEMENTS
ARCHITECTURAL DESIGN CO.
PHONE:(616) 896-9019 www.designbyelements.com

DRAWING FOR:
CURT MORAN BUILDERS
(616) 293-0660

PROJECT DESCRIPTION:
4-Multiplex
, ,

PAGE TITLE:
Project Overview

DATE:
7/15/2024

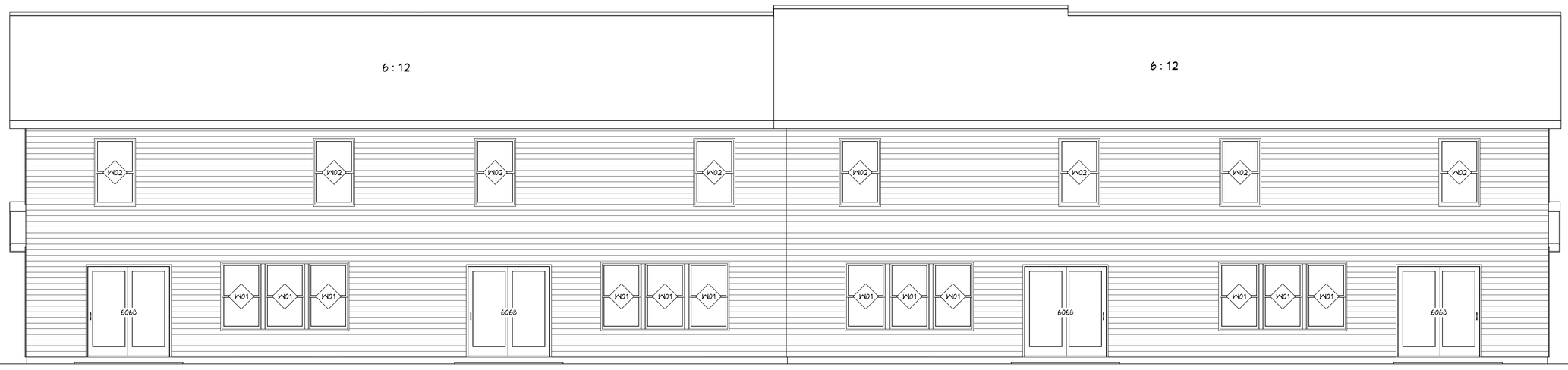
SCALE:
1/4" = 1'0"

Window Schedule							
Number	Label	Qty	Floor	Width	Height	R/O	Top	Comments
W01	3050SH	12	1	35 1/2"	50 1/2"	36"X60"	83 3/8"	
W02	3050SH	8	2	35 1/2"	50 1/2"	36"X60"	83 3/8"	
W03	5036LS	6	2	59 1/2"	41 1/2"	60"X42"	83 3/8"	
W04	5034LS	2	2	59 1/2"	39 1/2"	60"X40"	83 3/8"	
W05	2636FX	4	2	29 1/2"	41 1/2"	30"X42"	83 3/8"	



FRONT ELEVATION

SCALE: 1/4 in = 1 ft



REAR ELEVATION

SCALE: 1/4 in = 1 ft

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CURT MORAN BUILDERS
(616) 293-0660

PROJECT DESCRIPTION:
4-Multiplex
, ,

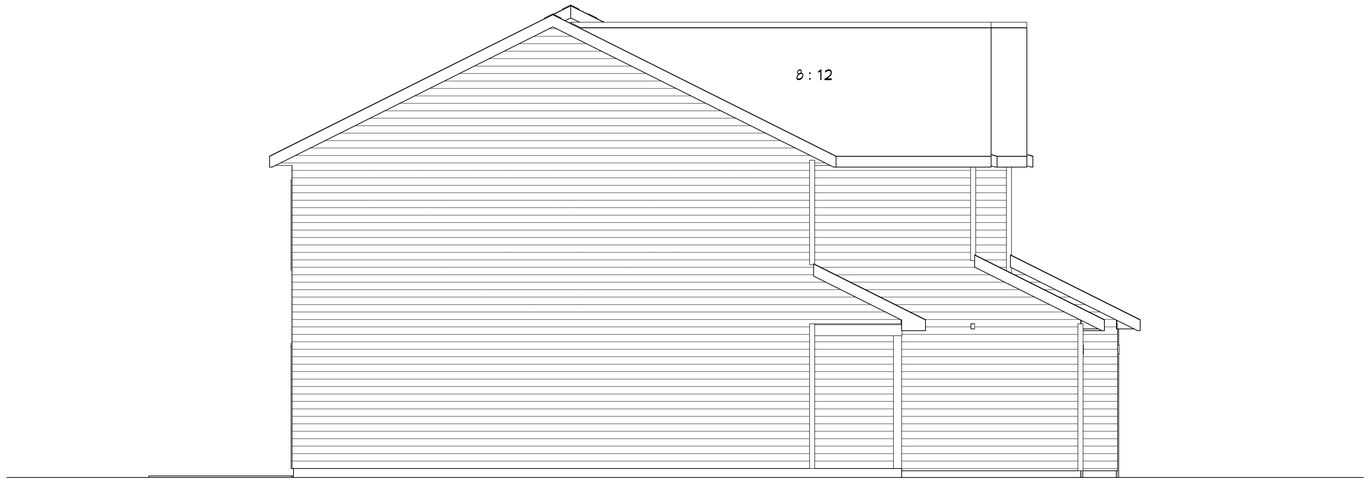
PAGE TITLE:
Exterior Elevations

DATE:
7/15/2024

SCALE:
1/4" = 1'0"

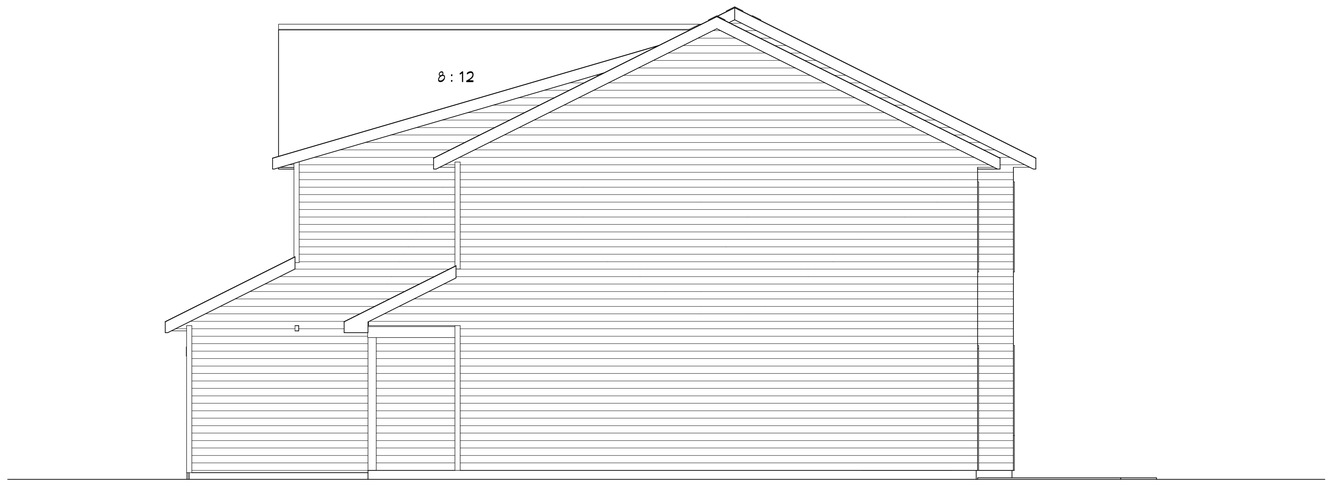
PAGE 5 of 8
5

Window Schedule								
Number	Label	Qty	Floor	Width	Height	R/O	Top	Comments
W01	3050SH	12	1	35 1/2"	59 1/2"	36"X60"	83 3/8"	
W02	3050SH	8	2	35 1/2"	59 1/2"	36"X60"	83 3/8"	
W03	5036LS	6	2	59 1/2"	41 1/2"	60"X42"	83 3/8"	
W04	5034LS	2	2	59 1/2"	39 1/2"	60"X40"	83 3/8"	
W05	2636FX	4	2	29 1/2"	41 1/2"	30"X42"	83 3/8"	



LEFT ELEVATION

SCALE: 1/4 in = 1 ft



RIGHT ELEVATION

SCALE: 1/4 in = 1 ft

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CURT MORAN BUILDERS
(616) 293-0660

PROJECT DESCRIPTION:
4-Multiplex
, ,

PAGE TITLE:
Exterior Elevations

DATE:
7/15/2024

SCALE:
1/4" = 1'0"

Roof Notes

ROOF DETAIL

1/4 in = 1 ft

12" EAVES

12" RAKES

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PROJECT DESCRIPTION:
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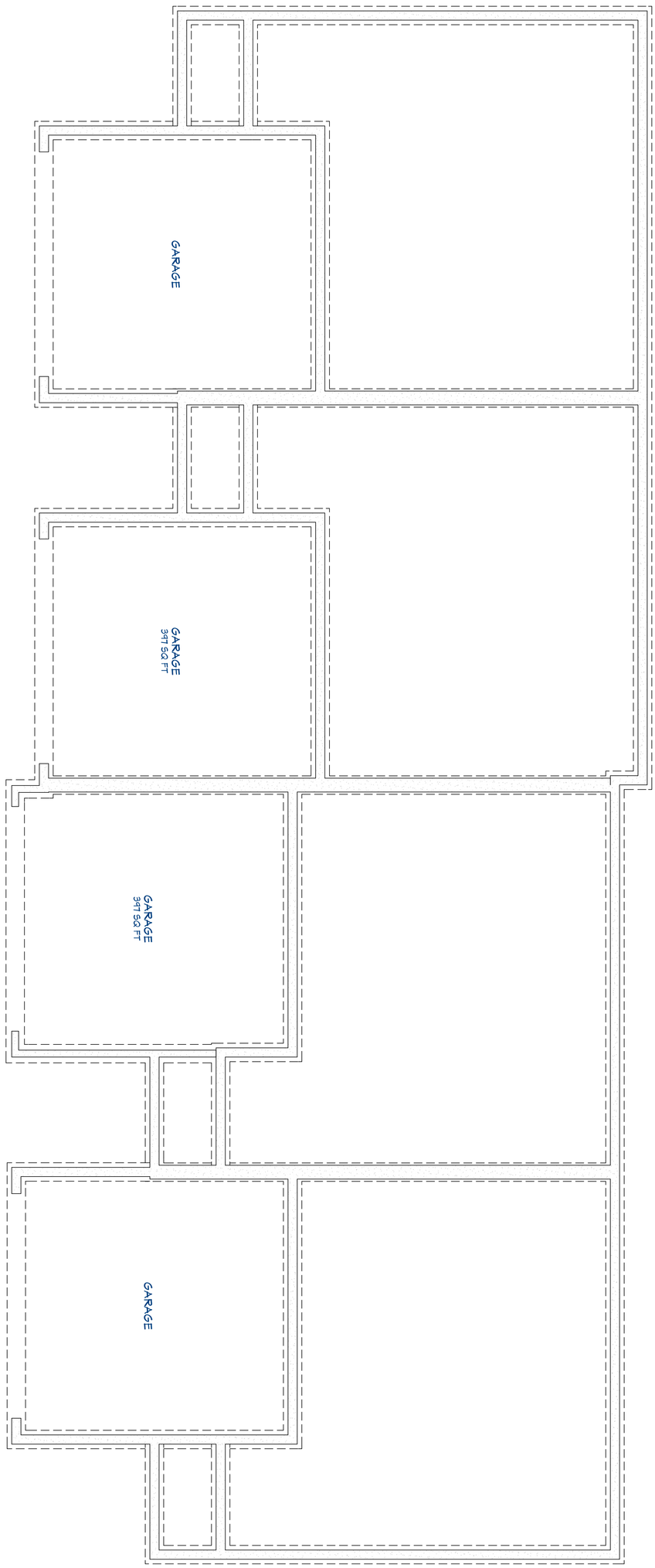
PAGE TITLE:
Roof Layout Plan

DATE:
7/15/2024

SCALE:
1/4" = 1'0"



Window Schedule								
Number	Label	Qty	Floor	Width	Height	Sill	Top	Comments
WD1	3050H	2	1	30"	50"	78" 0"	80" 0"	
WD3	3050H	1	2	30"	50"	78" 0"	80" 0"	
WD3	3050H	9	1	30"	50"	54" 1/2"	83 3/8"	
WD3	3050H	6	2	30"	50"	54" 1/2"	83 3/8"	
WD3	3050H	9	1	30"	50"	41 1/2"	83 3/8"	
WD3	3050H	6	2	30"	50"	41 1/2"	83 3/8"	
WD3	3050H	2	1	30"	50"	67 7/16"	83 3/8"	
WD3	3050H	2	2	30"	50"	67 7/16"	83 3/8"	

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PAGE 9 of 8	SCALE: 1/4" = 1'0"	DATE: 7/15/2024	PAGE TITLE: Architectural Plan, Foundation	PROJECT DESCRIPTION: 4-Multiplex , ,	DRAWING FOR: CURT MORAN BUILDERS (616) 293-0660

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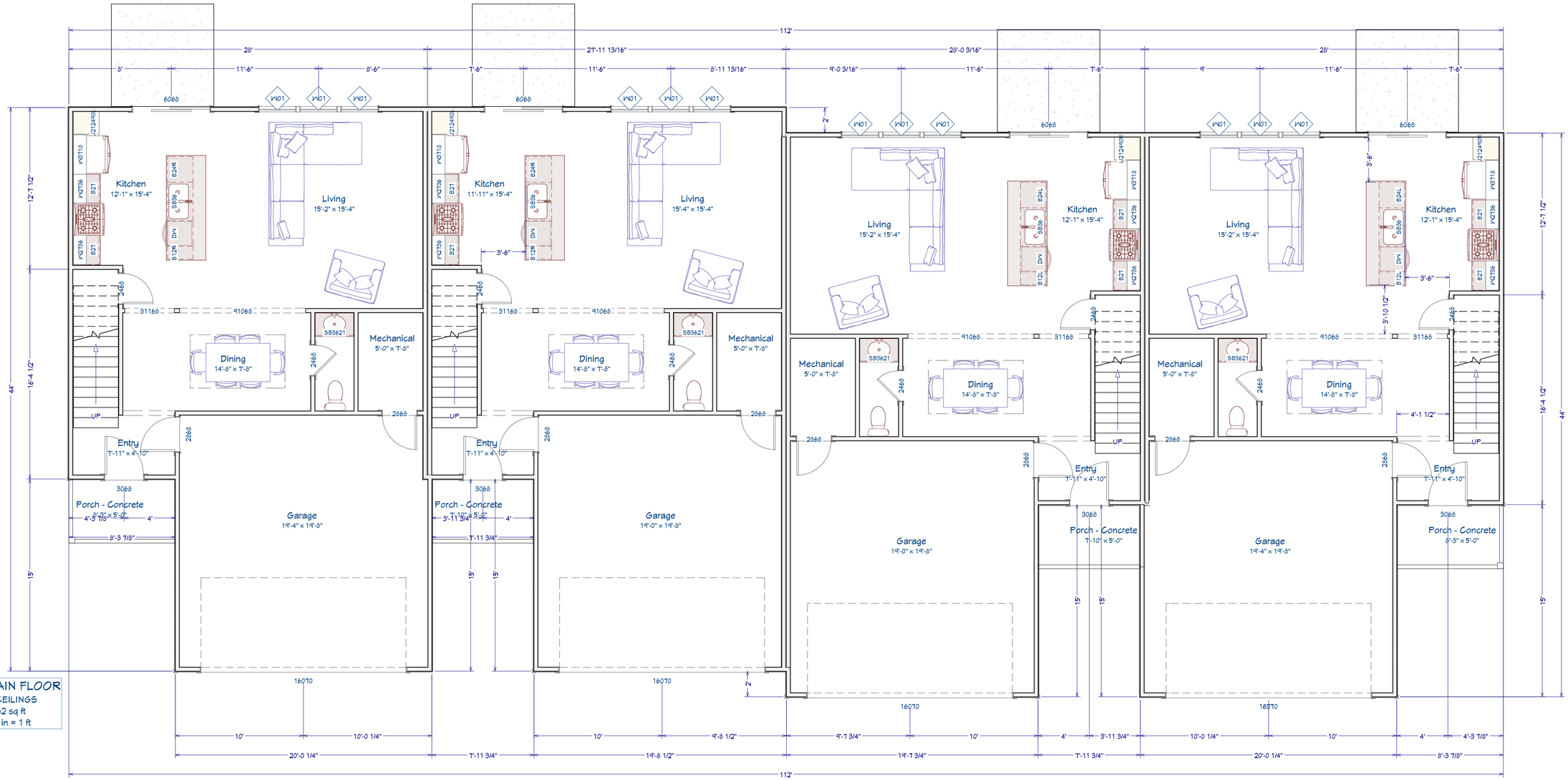
Architecural Plan Notes

Window Schedule								
Number	Label	Qty	Floor	Width	Height	R/O	Top	Comments
W01	3050SH	12	1	35 1/2"	54 1/2"	36"X60"	83 3/8"	
W02	3050SH	8	2	35 1/2"	54 1/2"	36"X60"	83 3/8"	
W03	5036LS	6	2	59 1/2"	41 1/2"	60"X42"	83 3/8"	
W04	5034LS	2	2	59 1/2"	39 1/2"	60"X40"	83 3/8"	
W05	2636FX	4	2	29 1/2"	41 1/2"	30"X42"	83 3/8"	



MAIN FLOOR
8' CEILINGS
2862 sq ft
1/4 in = 1 ft

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(616) 293-0660

PROJECT DESCRIPTION:
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PAGE TITLE:
Architectural Plan, Main Floor

DATE:
7/15/2024

SCALE:
1/4" = 1'0"

PAGE 10 of 8
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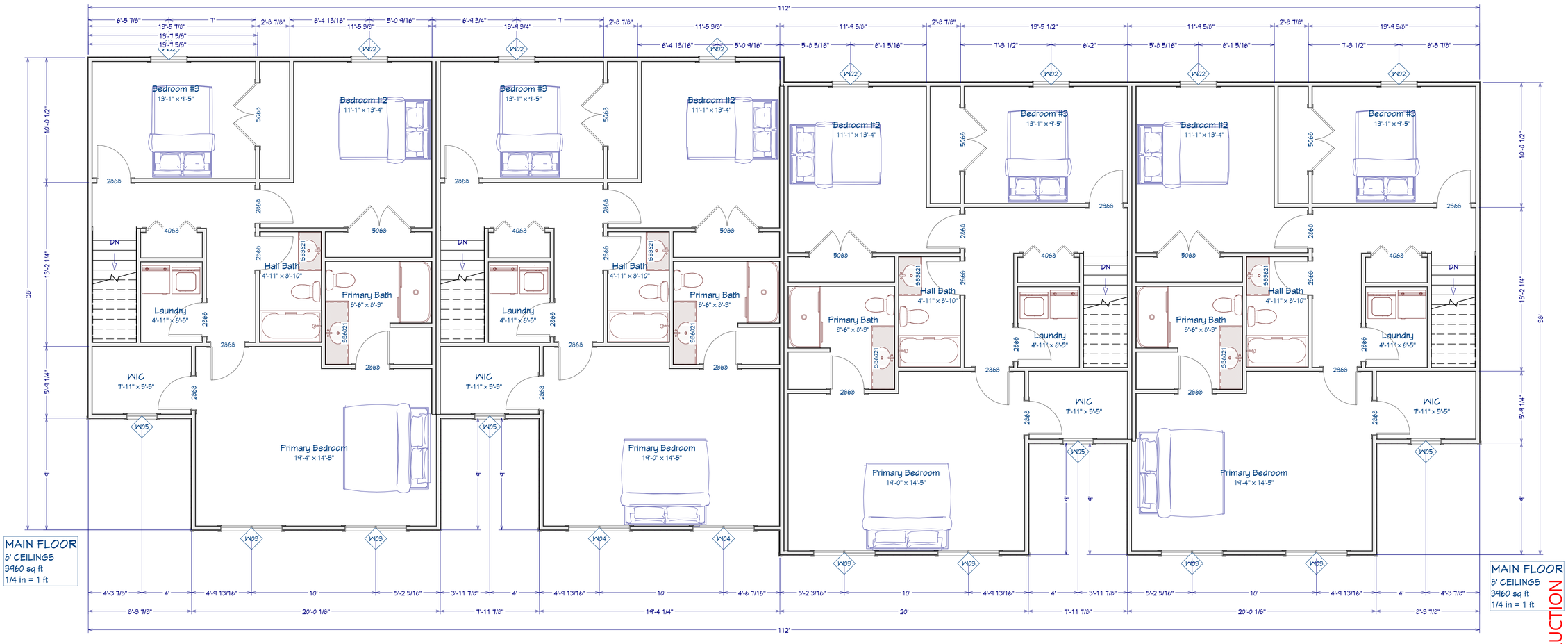

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(616) 293-0660

PROJECT DESCRIPTION:
4-Multiplex
, ,

PAGE TITLE:
Architectural Plan, Second Floor

DATE:
7/15/2024

SCALE:
1/4" = 1'0"

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11

November 18, 2026

City of East Jordan
201 Main Street
East Jordan, MI 49727

To Whom It May Concern:

This is a letter of intent notifying you that the East Jordan Lions intend to sell wood again at Tourist Park at $5 a bundle during 2027.

Thank you,

Linda Gocha

Lions Club of East Jordan Foundation,Inc.
Linda Gocha
EJ Lions Club Secretary

MOTION OFFERED BY:
SECOND BY:

RESOLUTION #118-2026
RESOLUTION OF COMPLIANCE WITH PUBLIC ACT 152 OF 2011

WHEREAS, the State of Michigan has enacted the Publicly Funded Health Insurance Contribution Act, Act 152 of 2011, (the "Act"); and

WHEREAS, the Act provides for limits on the amount that a local unit of government may pay or contribute to a medical benefit plan for its employees; and

WHEREAS, the City desires to comply with the provisions of the Act and avoid penalties for non-compliance;

NOW THEREFORE BE IT RESOLVED, the City of East Jordan resolves that it will comply with the contribution limits contained in Section 3 of the Act, subject to the limitations contained in Section 5 of the Act pertaining to collective bargaining agreements.

AYES:

NAYS:

ABSENT:

ABSTAIN:

RESOLUTION DECLARED ADOPTED ON DECEMBER 1, 2026.

I, the undersigned, being duly qualified and as the City Clerk for the City of East Jordan, Charlevoix County, Michigan, do hereby certify that the foregoing is a true and complete copy of Resolution #118-2026 duly adopted by the City Commission of East Jordan at a regular meeting thereof, held at the City Hall located at 201 Main Street, East Jordan, Michigan, on December 1, 2026 at 5:30 p.m., local time.

IN WITNESS WHEREOF, I hereunto affix my official signature on December 2, 2026.

_____
Cheltzi M. Wilson, MMC/MiPMC
City Clerk

SATURDAY, DECEMBER 5TH 11AM-1PM

SANTA IS COMING TO CITY HALL!

Santa will arrive at City Hall by firetruck and will be available for visits from 11–1. Enjoy a personal visit with Santa, along with a cookie treat and a special stocking!



ANNUAL SOUP COOK-OFF

Stop by the American Legion for our Soup Cook-Off! Sample the soups and cast your vote for your favorite! This year, we'll also be serving mac & cheese and sloppy joes. **Cost:** By Donation

SUNDAY, DECEMBER 6TH 5PM-6:30PM

TREE LIGHTING & CAROLING



Come help us light the tree at GAR Park! Then, join us across the street at the American Legion for FREE hot cocoa, fun crafts, and sweet treats!

EVENTS SPONSORED BY HELPING HEARTS OF EJ, EJ GIRL SCOUTS, AND THE CHAMBER OF COMMERCE.

Administrator's Report

12/1/26

1. **Downtown Christmas Events December 5th and 6th**
   Flyer Attached

2. **AED Grant**
   The AED's have been delivered and are in service for the Police Department and City Hall. Harbor, Tourist Park and Community Park will be installed next spring. The City is once again thankful for the generous grant award from the Charlevoix County Community Foundation.